



INFORMATION

ATHLETICS PROGRAM EVALUATION

Prepared for:
LA Trade-Technical College

Submitted on January 31, 2019

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Introduction and Purpose

During the Fall 2018 semester, Innovative Performance Solutions, INC (IPS) met with Dean Ann Hamilton and Vice President Jim Lancaster to discuss IPS providing consulting services to review the existing athletic department structure and function, as well as a program review using the California Community College Athletic Association's (3C2A) model. Drs. Hamilton and Lancaster requested a review of growth opportunities within the Athletic Department and for IPS to explore the viability of athletics at Los Angeles Trade-Technical College.

This report is the culmination of multiple hours of interviews with faculty, staff and coaches, multiple visits to campus to examine facilities and equipment, and several half day meetings with Institutional Research. While completing the college's Equity in Athletics Disclosure Act (EADA) report, extensive time was spent exploring district and team budgets, coaching stipends, team support and gender equity issues related to program expansion. Additionally, IPS has reviewed college and district public resources such as Educational Master Plans, Strategic Plans, Facilities Master Plans, College Council and Academic Senate Committees' agendas and minutes, and studied documents from both district and college Institutional Effectiveness divisions.

IPS presents this report in the following format: Component or Standard, Official Questions within each Standard used for Program Review, our findings related to that component or standard, and then best practices from local, state and/or national standards. Examples, forms and items referenced can be found in the Appendix, unless otherwise noted. This report is not meant to be prescriptive, but rather to assist Dean Hamilton and her leadership team by identifying gaps, concerns, areas of opportunity or challenges facing the Athletic programs and teams.

Institutional Profile

Los Angeles Trade-Technical College (LATTC) is one of nine colleges in the Los Angeles Community College District (LACCD). This district serves approximately 140,000 students a year in 40 cities across an area of 882 square miles and employs roughly 5,000 full-time and part-time faculty and more than 6,000 full-time and part-time administrative and management staff.

It is the vision of the LACCD to strive to become a national leader in student success by providing high quality, accessible, educational opportunities across the greater Los Angeles area that change students' lives, enrich the area's many diverse cultures, and strengthen the regional economy. The District will do so continuing to provide a culture of continuous improvement and by closing persistent equity gaps support staff.

According to data provided by the District’s Office of Institutional Effectiveness, student survey data from 2014 and 2016 illustrate the socioeconomic background of students throughout the district.

LACCD STUDENT BACKGROUND	
First Generation (Fall 2014 Student Survey)	49.4%
Low Income (Fall 2014 Student Survey)	68.0%
Poverty (Fall 2014 Student Survey)	51.0%
Employed (Fall 2014 Student Survey)	52.2%
Food Insecure (Fall 2016 Survey)	62.7%
Housing Insecure (Fall 2016 Survey)	55.0%
Homeless (Fall 2016 Survey)	19.0%

Table 1: LACCD Student Data from LACCD Fast Facts

The LATTC college community is a reflection of the various ethnic and cultural groups that make up the Los Angeles area. Data from the fall 2014 term indicates a student distribution of 63% Hispanic, 23% African American, 5.4%, Asian, 6.7% White, and 1.9% in other or unknown categories. There are additional challenges facing LATTC college administration:

- Lower incomes are concentrated towards the center of LA County, precisely where LATTC is located.
- LA County homelessness increased 23% from Jan. 2016 to Jan. 2017.
- Three quarters (75%) of LATTC students reported food insecurity, and nearly 1 in 5 (19%) reported homelessness of some kind which is high relative to the rest for the district.

LATTC’s campus is located on a 29-acre site within the central inner-city Los Angeles area and served 14,623 students (graded unduplicated enrollment) during the fall 2014 term. While operating as a public community college, Trade-Tech remains a specialized institution offering many programs in the occupational/technical fields, as well as traditional academic and transfer programs.

The vision of Los Angeles Trade-Technical College is that it will be a global leader known for effectively incorporating leading edge theories, proven educational practices, hands-on experiences, and technology into its career technical and professional programs, as well as our offerings for our transfer students.

This is evident to students throughout the district as LATTC ranked highest in the Spring 2017 Student Survey; with 83% of students noting that LATTC was their college of choice because of a specific educational program ([LACCD Spring 2017 Student Survey results](#)). This was more than eight percentage points higher than any other college in the district, reinforcing the college’s vision that it be known for its career technical and professional programs.

There are two additional points of interest from the survey which are important to mention in the scope of the Athletics Evaluation. The first is related to students selecting their college and the availability of public transportation. 72% of students surveyed in the spring of 2017 reported access to public transportation as Important or Very Important for selecting LATTC. The campus is on two Metro lines and multiple bus lines; and these resources are presented clearly for students on the college's website. For purposes of discussion later, the lack of personal transportation for students presents a challenge for identifying viable alternative options for athletic practice fields and locations.

Lastly, while exploring other reasons students selected their college, they were asked about the importance of being recruited by an Athletic Coach. The Spring 2017 student survey indicated that 13.3% reported this as Important or Very Important, second only to LA Mission College (14.1%). Despite the challenges facing this student population, these students believe in their dreams and trust LATTC's Athletic staff and coaches to help them achieve those goals.

History of LATTC Athletics

The Los Angeles Trade-Technical College athletics program started in 1958, with Men's Basketball and Track and Field. In the beginning, the teams did not have a conference to play in so they competed at-large against other community colleges when available and Junior Varsity College teams that would try to fit them into their schedules. With the addition of Men's and Co-ed Tennis, Cross Country, Wrestling, Women's Softball and Golf, LATTC was admitted to the Western States Conference.

The school's first conference championship was won by the men's Tennis team coached by Pete Brown. The conference championships started to roll in with the addition of Women's Basketball. The women's Basketball team had a back to back state championship and an undefeated season. These teams were coach by Jim DeSalvo, and many of DeSalvo's Basketball players transferred to universities and have been very successful.

The Cross-Country team enjoyed great success during the 1980's; with nine consecutive championships and six state meet appearances. In 1988 the Cross-Country team placed second in the Southern California Championships meet and third place in the California State Championship Meet. And Track and Field at LATTC was coached initially by Chip Armstrong. The Track and Field team has had great success, winning three Conference Championships and has had many men and women win Southern California and State titles.

The Men's Basketball team has historically been very competitive. The team was coached for many years by Oliver Jones and Courtney Borio. These two coaches put Trade-Tech on the map and started the winning tradition. Currently the Basketball Team is coached by a former Trade-Tech Basketball player and current faculty and Athletic Director, Coach Richard Wells.

As rich as the tradition and history has been for LATTC's Athletic program, more recently it has been riddled with multiple challenges. Several years ago, a faculty member, serving as Athletic Director, was also the coach for Track and Field and was negligent in completing Form 1's for his teams. Failure to meet student athlete initial eligibility requirements (Form 1) and a lack of institutional control resulted in the South Coast Conference Commissioner placing sanctions on LATTC's Track and Field program. This program has been suspended since the incident without clear guidelines for returning to competition.

It was recently determined by new administrative leadership that several part-time head coaches were not fully qualified and that assistant coaches had not been properly vetted or appropriately onboarded within LACCD. Additionally, the climate prior to Coach Wells serving as Athletic Director was noted by several coaches and staff as being toxic and politically-charged. Coaches' positions were frequently threatened without warning, several of the coaches were either married or involved, further complicating the situation; and the athletic teams were not funded equitably. That situation has resolved but the history and impact still resonate among those currently in the Athletic department.

This report will delve deeper into current conditions, areas of opportunity and points of pride as IPS spent more than three months exploring, enquiring and visiting LATTC's campus and athletic facilities. As noted earlier, this review will utilize the 3C2A Program Review format, providing college leadership an honest, non-biased review of the Athletics department in both structure and function, so that it may serve its student-athletes in the manner which they are entitled.

NJCAA / CCCAA / South Coast Conference Compliance

Formal Program Evaluation Questions:

1. In what manner is Form R-2, "Statement of In-Service Training" accomplished on your campus?
2. If it appears that a team at your institution has violated the State Athletic Constitution, what type of college process is followed?
 - a. Have administrators and athletic staff been made aware of this process in writing?
3. State your method of institutional control over out-of-season competition?
4. Demonstrate the steps to verify institutional control over student-athletes in the following areas:
 - a. Payment of enrollment fees, tuition, and books
 - b. Room and board
 - c. Transportation costs

Findings:

Statement of Compliance (R1) and Coaches In-service Training (R2) - Statement of Compliance (R1) provided; only evidence of in-service training is verbal dissemination of information by the Athletic Director and athletic counselor/eligibility specialist to the coaches where eligibility information is discussed, specifically Form 1, initial eligibility and

subsidization of student-athletes. The Athletic Director and athletic counselor/eligibility specialist also noted that a copy of the CCCAA (3C2A) Decorum Statement is distributed to coaches, and a hard copy of the South Coast Conference (SCC) Constitution and Bylaws is kept in the athletic department office. The counselor/eligibility specialist also indicated that one of the strengths of the department is “operating as a family, and coaches/staff have often fed or housed struggling student-athletes.” IPS concludes that although subsidization is identified as covered in the eligibility meeting, that it should not take place, yet there was verbal evidence suggesting that subsidization to student-athletes does take place in some instances. Additionally, IPS was not presented with any written evidence of record made from the eligibility meetings in terms of specific content discussed, minutes, attendance, etc. Finally, there was also no evidence provided to IPS of institutional control for tracking out of season competition by teams.

Student-athletes are not provided special consideration for tuition or fees and are encouraged to apply for Financial Aid early in their application process and throughout their time with LATTC. It is a goal of the athletic counselor/eligibility specialist to create a book loan program using the Athletic Supplies budget until the student’s financial aid is awarded. Regarding transportation costs, LATTC provides transportation to and from in-season athletic events using rental vans/vehicles, at considerable expense which will be addressed in the Cost Benefit section later in this paper.

Eligibility Processing

Formal Program Evaluation Questions:

1. List step-by-step the procedures used to fill out the following forms, and who is involved in each step.
 - a. Form 1 - Student Eligibility Report
 - b. Form 2 - Tracer Report
 - c. Form 3 - Census/Participation Team Eligibility Report
 - d. Form C - Out of Recruiting Area Student Contact Report
2. Where are Forms 1 and 3 kept? How long are they kept? Are they secure?
3. How do you keep abreast of eligibility changes made by the Commission on Athletics?
4. Compliance of Student Education Plan (SEP) Requirement
 - a. Describe the process of developing Student Education Plans
 - b. Where are the SEP’s stored?
5. Explain the college procedures for verifying Bylaw 1.3.1 and 1.4.2 of the Constitution (weekly verification that athletes are enrolled in 12 units).

Findings:

Eligibility processing at LATTC is conducted by the Athletic Director and Athletic Counselor. Upon review of the step by step eligibility process at LATTC, minimal evidence was presented in terms of a department meeting/ presentation. Leadership did indicate that eligibility meetings are conducted with individual teams, where Forms 1, 2, 3, C are completed by the student-athletes. Leadership also indicated weekly eligibility verification and maintenance of the on-line Form 3 system for participation is completed by the counselor/eligibility specialist.

Student-athlete education plans are also completed by the Athletic Counselor and filed in the office. No evidence of educational plans were provided, nor were dates indicated for completion for the student-athletes.

A thorough review of student-athlete outcomes, including Program of Study or declared major, revealed over 46% of those student-athletes had either No Academic Plan, Undecided or Unknown Certificate listed as their outcome. This is problematic due to the mandated requirement that in order to be eligible for a second season of their sport, student-athletes need to complete 24 semester units, with 75% of those units consistent with their Student Education Plan (SEP) ([http://www.cccaasports.org/working/pdf/SCC/At a Glance - Constitution.pdf](http://www.cccaasports.org/working/pdf/SCC/At%20a%20Glance%20-%20Constitution.pdf)). While student-athlete success data was obtained from Institutional Research, other transfer or completion data could not be obtained beyond a student's program of study due to a variety of factors to be discussed at length in the Academic Achievement and Completion sections later in this report.

Best practices

Compliance and Eligibility Partners - AD, head & assistant coaches, trainers, eligibility clerks, counselors, sports information director, equipment managers. All student-athletes & coaches must follow policies outlined by 3C2A, South Coast Conference and LATTC to uphold the mission of the governing bodies and ensure integrity of the programs. All trainings, meetings and forms should be prepared and completed by appropriate deadlines to help ensure program compliance. Any changes to rules and regulations &/or constitution and bylaws must be clearly communicated to all compliance and eligibility partners. A mandatory Athletic Department meeting & presentation should take place sometime Mid-August. Prior to the meeting, all head and assistant coaches should have taken and passed the 3C2A online compliance exam. The meeting should be led by the Athletic Director &/or Dean of Kinesiology and Athletics. All compliance partners should be in attendance.

Areas of Compliance

1. Rules & Regulations
2. Recruiting
3. Initial Eligibility
4. Transfer Eligibility
5. Title IX & Gender Equity
6. Budgetary Rules & Fiscal Responsibility
7. Health/Safety of SA
8. Subsidizing
9. Post-season Competition
10. Dual/triple enrollment
11. Best Practices
 - a. Codes of Conduct - Student-athletes & Coaches
 - b. Facilities & Game Management
 - c. Emergency Procedures
 - d. Social Media
 - e. Sexual Harassment

Levels of Compliance - Three levels: student-athlete, district, state and national

1. Student-athlete level

a. Eligibility - **Form 1**

- clear timeline from HS graduation to enrollment
- gaps must be documented
- All colleges attended must be listed - practiced, played, enrolled, scrimmaged etc.
- 1st season - 12 units or more (9/12 courses toward AA, remediation, transfer or certification) / 2nd season - 24 units completed (18/24)
- 2.0 GPA in coursework
- League decorum
- 6-unit rule
- 4 units of sport can count toward 6 activity units

b. Transfers - **Form 2 Tracer**

- Applied, attended, practiced or played w/ any other college
- Out of state or international
- All irregularities must be resolved

c. Contact - **Form C**- out of area recruiting

- Completed by any out of district SA upon first contact
- Attached to Form 1
- Completed at time of contact, NOT when doing eligibility
- 3 Days to inform AD/commissioner

d. Injury/Illness Waiver - **Form 4**

- Waiver granted by conference commissioner
- Occurred in first half of season
- Participated in <20% of contests (scrimmages don't count)
- Completed within 10 days after conclusion of post-season play
- If granted, Form 3 is changed to read "no participation"
- **Paperwork Needed:**
 - Licensed Dr. note declaring incapacitation of injury
 - Form 4
 - Sport Schedule
 - HIPAA form - verified by athletic trainer
 - AD signature

e. HIPAA - Medical Authorization Release

f. Felony Record - AB 2165

g. Physicals / Assumption of Risk

h. Clearance to Practice

- Enroll in sport class of record
- Completion of Physical & concussion protocol testing
- All forms completed and filed
- Insurance Documentation

i. Equipment Checklist

j. Athlete Bio Form - Publicity Release

k. Education Plan

- Completed before first season of competition
- Fall Term (Oct) / Spring Term (March)

- Must be on file w/ eligibility clerk
- I. Team Eligibility Certification - **Form 3**
 - Roster of participants
 - Section 1 completed via online Form 3 system & sent to conference commissioner prior to first scheduled game, meet or match
 - Section 2 - completed online & within 10 days after last contest
 - Coaches, clerks, trainers double check

2. District level

- a. **Form R1** - Statement of Compliance
 - All personnel adhere to COA constitution & bylaws, rules & regs
 - All rules & regs have been reviewed
 - Violations subject to penalties
 - Document must be on file w/ Conference commissioner & College President
- b. **Form R2** - Statement of In-service training by AD or Dean / Filed w/ 3C2A office
 - Online testing
 - Eligibility Vine
 - Review of constitution & bylaws
 - Recruiting
 - Codes of Conduct
- c. **Form R3** - Non-traditional season of Sport
 - Practices, scrimmages or games can't be scheduled outside the sports' competitive season
 - [CARA tracking \(175 hrs\)](#)

3. State & National level

- a. **Form R4** - Statement of Compliance for the 3 - part test
 - Title IX & Gender Equity
 - Equity in Athletics Disclosure Act (EADA report) - Nov. 1 deadline

Recruiting Philosophy and Challenges

Formal Program Evaluation Questions:

1. Provide your college's Statement of Athletics Philosophy, which would affirm and support your Conference's State of Philosophy.
2. What is your college's philosophy on athletic gender equity?
3. Do you have a written statement on athletic gender equity?
4. What is your college's athletic recruiting philosophy?
5. Do you have a written statement on athletic recruiting philosophy?

Findings:

No identifiable evidence of athletic department mission and philosophy statements or core values provided after review of LATTC website and strategic plan, additionally, no mission or philosophy statements were evident on any written or printed materials with the offices, meeting agendas, coaches' materials or student forms.

Recruiting philosophies were not mentioned, but leadership did express that each head coach does their own recruiting. No identifiable evidence of recruiting activities presented. A recently hired head coach mentioned his recruiting process has been mainly by word of mouth, referrals, walk-ins, and by speaking with student-athletes at high school water polo games. This individual also asked for additional information to improve recruiting efforts.

On each sport's page on the LATTC Athletic webpage is there a tab titled *MORE+*, which includes the function *RECRUIT FORM*; an example is included from the Women's Basketball page (http://tradetechathletics.com/sports/wbkb/recruit_form/WB_Recruit).

After inquiring with the Athletic department, the process by which this information is consistently shared with the coaching staff is not standardized and generally unclear.

Best practices:

1. Athletic Department Mission Statement & Core Values

A clearly written mission statement that aligns with the overall mission, vision and strategic plan of the college should be on the athletic department website. The mission should incorporate the core values of the department, as well as relate directly to the core values of the college.

2. Philosophy of Gender Equity

A clearly written statement on the athletic department's commitment to gender equity and inclusiveness should be identified. In compliance with State Ed Code Sections 78223, 66271.6, 66271.8, and 67360 et seq. and Federal gender equity laws pertaining to equitable athletic participation opportunities for men and women, respective community colleges, governed under the California Community College Athletic Association, must complete and report the three-part test as indicated on this Form R-4. The statement(s) should demonstrate the department's objective of maintaining an inclusive culture in equal access and participation, fair and equitable treatment among both genders, as well as a demonstrated commitment to fair and equitable hiring practices.

3. Recruiting Philosophy Requirements and Plan

The Athletic Director should clearly outline the recruiting philosophy of the department by providing all coaches with the district recruiting map, identify all the high schools from which to draw from and communicate the percentage of in district versus out of district recruits when building rosters. The athletic department website homepage should have a tab labeled "Recruits" or "Recruiting" where prospective student-athletes (PSA) can access a sport of interest survey. This completed survey, upon submittal by the PSA, will be electronically submitted to the head coach's email of the sport of interest. A recruiting handbook should be provided to the athletic coaching staff regarding the organization, philosophy, policies, and procedures for athletic recruiting. It is intended to be supplement to CCCAA constitution, specifically Bylaw 2: Recruitment of Student-athletes.

Requirements of coaches and support staff prior to participating in student-athlete recruitment:

- Participate in CCCAA in-service training on the content, interpretation, and implications of the current CCCAA Constitution and Bylaws
- Passed the Compliance Exam
- Received a copy of the CCCAA Decorum Policy as well as the recruiting policies. Upon review, coaches and support staff affirm they understand and will abide by policies outlined by the CCCAA, or the coach, students, program, and the college may be subject to penalties.
- All recruiting material and out of district recruiting activities must be submitted to the Athletic Director.
- All coaches are required to submit a monthly recruitment activity log to the Athletic Director. Recruitment logs at a minimum should include:
 1. Name of recruit
 2. School location - In District/Out of District
 3. Contact method
 4. Campus visit
 5. Home visit
 6. Game Attendance
 7. High School game
 8. AAU Event
 9. All Star Event
 10. Text/E-mail/Phone- Student First Contact- Requires Form C for out of state recruit

Title IX / Gender Equity Review

Formal Program Evaluation Questions:

1. If you are in a multi-college district what is the philosophy of your district in terms of a full complement of athletic teams.
2. What is the college doing to achieve and comply with gender equity?

Findings:

Prior to 2018, LATTC completed its EADA report, noting it met the Gender Equity Compliance Test using Test 2: History of and Continuing Practice of Program Expansion for the Underrepresented Gender. Unfortunately, this was not the case as new sports were not being added at that time nor within the timeframe identified by the college. However, LATTC's 2018 EADA submission correctly identified that the college met Test 1: Participation Proportionate to Full-Time Undergraduate Enrollment. While LATTC's general student population is comprised of 45.43% females, 61.62% of LATTC's student-athletes are female; thereby meeting Test 1.

The 2017-2018 year was unique as Men's Water Polo did not field a team, resulting in a higher percentage of female student-athletes. For Academic Year 2018-19, the Men's Water Polo team is competing and LATTC will need to make additional effort to meet Gender Equity using Test 1.

Coaching stipends, the number of coaches, equipment and travel costs have been equitable between Men's and Women's sports, but more will be presented about team budgets and a cost analysis later in this review.

Historically, LATTC generates substantial interest in athletic competition from new students using the CCCApply student attribute and interest survey. If LATTC is seeking to increase access and opportunities for student-athletes in the future, it is recommended that the Athletic department partner with Institutional Research to explore additional survey questions and follow-up actions that can help the college meet its Title IX/Gender Equity goals.

Fundraising

Formal Program Evaluation Questions:

1. Describe & outline institutional controls to ensure proper accounting and distribution of funds raised by foundations trust accounts, booster clubs and donations.
2. Identify individual or department who controls revenues.
3. Describe the written accounting processes and/or forms, as well as how the distribution of fundraising revenue takes place.
4. Identify any requirements and/or necessity of coaches and student-athletes in generating revenues.

Findings:

When asked to outline any fundraising efforts by the athletic teams or the department, leadership identified the LATTC Foundation aids the athletic department. Leadership (AD and counselor) also indicated past fundraisers have included facility rentals by the movie industry (gymnasium), coaching and instructional clinics, and basketball tournaments. Other sources of revenue, such as Snack Bar and Gate receipts, were reported to IPS as being maintained within the Athletic Department offices and used for supplies for the student-athletes. This is problematic on multiple fronts; accountability, compliance, equity, transparency and violating public trust, to name a few. There was no written evidence provided to IPS outlining proper accounting and distribution of funds, other than the overall operating budget that is examined under "Cost Analysis" within this report.

Best practices:

Community College athletic teams are not fully funded; therefore, it is imperative Athletic Directors and Coaches collaborate to identify and prioritize both department and team needs. Fundraising is closely tied directly with the representation by the athletic department (Director, Administration, specialty positions, coaches and players) within the community and the relationships they develop. For fundraising to be successful, the Athletic Director must work with the Development Office and/or Foundation to increase awareness on campus, help keep messaging consistent as well as identify appropriate revenue streams.

Academic Achievement and Support

Formal Program Evaluation Questions:

1. Describe activities directed toward supporting the concept of student athletic matriculation. Attach any documents to substantiate the activities.
2. Prepare for the visiting committee a list of all the college's second year athletes by sport.
3. Describe services and/or interaction the athletic program has with the counseling area in terms of planning the student's academic schedule.
4. Describe academic support services offered to athletes.
5. Does your college, on a regular basis, nominate your athletes or teams for conference and state awards? If so, please list all nominations for the last three years.
6. How many Commission of Athletics teams and individual awards for academic excellence have you nominated students for over the last three years?

Findings:

Disclaimer: IPS encountered considerable difficulty in obtaining historical student-athlete data due to the adoption of a new Enterprise Resource Planning (ERP), which affected the continuity of data between two student information systems. Requests for team and class rosters were delayed and incomplete when granted. The findings are only as good as the data used, so caution should be taken when interpreting the findings as IPS may not have been provided full access to the data.

Per discussion, a former weight room is currently being converted into a study center. The room will include chairs, tables, computers, a smart board (team film review), and be used for "informal tutoring." No identifiable ability to track the total time student-athletes are utilizing study center, whether the student-athlete is working with a tutor, or what subjects are being studied; therefore, no data will be collected. Having a counselor within the athletic department was mentioned as one of the positives within the department because it helps create a family atmosphere and more mentoring of the student-athletes takes place. Additionally, the counselor also suggested that more money needs to be allocated to student-athlete support services, as well as possibly incorporating a "book loan" program that made core textbooks available to student-athletes utilizing the study center. Both the counselor and the Athletic Director mentioned they would like LATTC to implement the "Scholars Ballers" program for its student-athletes. Academic achievement is reported by the individual coaches, a banquet is also held to honor student-athletes, but no formal process specifically outlining academic achievement exists.

Methodology: IPS received Form 3's (Team Eligibility) from all active teams for the past five years (2013-2018) and compared the certified Student-Athlete Roster (Form 3's) to the students enrolled in the associated Intercollegiate Athletics course (KIN ATH). Standard practice is to assign a closed course section for student-athletes on a specific intercollegiate team for their team's practice. Student-athletes are also concurrently enrolled in a strength and conditioning course specific to their sport. IPS obtained from LATTC's Institutional

Research team a list of all students who were registered in one of the following sections for the prior five years:

- KIN ATH 504 Intercollegiate Athletics - Basketball
- KIN ATH 513 Intercollegiate Athletics - Swimming & Diving
- KIN ATH 516 Intercollegiate Athletics - Volleyball
- KIN ATH 517 Intercollegiate Athletics - Water Polo
- KIN ATH 552 Intercollegiate Athletics - Conditioning & Skills
- KIN ATH 560 Intercollegiate Athletics - Swimming/Diving Fitness & Skills
- KIN ATH 561 Intercollegiate Athletics - Water Polo Fitness & Skills
- KIN ATH 563 Intercollegiate Athletics - Volleyball Fitness & Skills

This list contained 699 names of students who were registered in the above courses for the past five years. After removing names of students who were not on the Form 3's, or the certified Student-Athlete Rosters, and removing duplicates; the list of student-athletes was reduced to 327 unique student ID's. The conclusion drawn from this exercise was that approximately 47% of the students enrolled in restricted KIN ATH courses were actually those who should be in the specific courses. This exercise also provided multiple opportunities to find discrepancies; and these trends were repeated across teams:

- Fall 2017 KIN ATH 504: 50 students in the course, but 17 athletes on the Form 3
- 2016-2017 KIN ATH 517: five of thirteen athletes from the Form 3 were not enrolled in the associated course, but also four in the class who were not on the Form 3
- 2015-2016 KIN ATH 516: six of twelve on the Form 3 but not enrolled in the associated course
- Spring 2018 KIN ATH 516: three women were enrolled in the associated men's intercollegiate volleyball team course
- KIN ATH 513: multiple years where one quarter to one half of the certified team roster (Form 3) were not listed as students in the associated intercollegiate sport class

Upon further review of the unduplicated student enrollment data provided by Institutional Research for all student-athletes enrolled in KIN ATH courses (504, 513, 516, 517), and removing students who received a 'W' in any of the identified courses, there were 150 student-athletes who were enrolled in more than one KIN ATH course identified above; indicating they may be participating on more than one intercollegiate sports team. Care was taken to review EADA reports from 2015-2016, 2016-2017 and 2017-2018 to identify the number of student-athletes who were reported as participating in dual sports, and this information is presented in the table below.

Year	# of Male Dual Sport Athletes	# of Female Dual Sport Athletes
2015-2016	6	0
2016-2017	0	0
2017-2018	0	9

Table 2: EADA data reporting the number of student-athletes participating in more than one sport in a year

Without more information, it is difficult to draw conclusions, however at the very least a lack of institutional controls or implementation of best practices is evident. To remain eligible, student-athletes must make satisfactory academic progress. In local, state and national standards, that means progress on their SEP. Taking multiple KIN ATH courses for sports one does not participate in is akin to taking classes strictly to maintain eligibility, not to make academic progress. Best practices and suggestions for increasing accountability will be addressed in Future Recommendations later in this report.

Retention and Completion

One of the many positive aspects of community college athletics is that through wrap-around student services, a team environment and eligibility requirements, student-athletes tend to succeed in their courses (A, B, C grades) at a higher rate than their non-athlete peers and this was consistent at LATTC based on data provided by Institutional Research. It was also reassuring to note that the student-athlete population is being retained at a level similar to the general population, although there appears to be a larger success gap in 2017-2018 than in any year prior. It will be interesting to note if the 2018-2019 academic year data shows the same trend, or if the success gap closes again.

Year/ Population	2014-15 Athlete	2014-15 General Population	2015-16 Athlete	2015-16 General Population	2016-17 Athlete	2016-17 General Population	2017-18 Athlete	2017-18 General Population
% Course Success	62.8%	58.9%	70.5%	59.4%	69.2%	59.5%	65.5%	59.9%
% Course Retention	85.3%	87.6%	89.2%	87.7%	88.0%	88.4%	86.5%	90.2%

Table 3: Comparison of Course level success and retention between Student-Athletes and General Population

Population	Fall 2013	Spring 2014	Retention
Athletes	125	111	71.2%
Non-Athletes	16,995	9,578	56.4%
	Fall 2014	Spring 2015	Retention
Athletes	161	110	68.3%
Non-Athletes	16,019	9,344	58.3%
	Fall 2015	Spring 2016	Retention
Athletes	152	122	80.3%
Non-Athletes	16,673	9,262	55.6%
	Fall 2016	Spring 2017	Retention
Athletes	139	103	74.1%
Non-Athletes	16,366	8,989	54.9%
	Fall 2017	Spring 2018	Retention
Athletes	106	84	79.2%
Non-Athletes	15,612	8,994	57.6%

Comparison data for Fall to Spring persistence between student-athletes and the general population illustrate trend described above; where student-athletes complete and persist at a higher rate than their non-athlete peers. Data provided by Institutional Research includes student data for those enrolled in Spring who were enrolled in the previous Fall. An additional observation is that the number of overall athletes is declining.

Table 4: A Comparison of Fall to Spring Retention/Persistence

Transfer

Institutional Research staff were unable to provide data on student transfers beyond noting the number of awards received. It is not clear, in this case, if ‘Awards’ is restricted to AA/AS, ADT, or Certificates. The small number of awards for student-athletes may be due to the relatively small number of student-athletes on campus, or partly the lack of Academic Plans, Undecided Students or Unknown SEP’s (see page 7, Eligibility Findings).

Student Type	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
Athlete	3	5	8	17	12
Gen Pop	1,654	1,770	1,971	2,078	1,876
Totals	1,657	1,775	1,979	2,095	1,888

Table 5: Awards Received comparison between Student-Athlete and General Population

Best practices

Community college student-athletes represent one of the most academically under-prepared and at-risk student populations who are matriculating into community colleges in significant numbers. The pressure to maintain competitive and transfer eligibility requirements of the NJCAA and NCAA has become more stringent; therefore, the development of comprehensive student-athlete academic support services is critical to the student-athletes’ educational achievement.

Higher education administrators are at a crossroads where they have been facing institutional questions, such as: what student service programs are beneficial to improve transfer and graduation rates to a disadvantaged population; what resources should community colleges have in place that are affordable and congruent with student achievement; and are personnel in the optimal position to provide knowledgeable and ethical services that act in the best interest of the student-athlete? Understanding the demographics of a community college student-athlete, as well as the challenges they face academically, requires collegiate administrators to provide student-athletes with the necessary academic framework and structure that gives them the best opportunities to excel academically.

Collaboration between the athletic department and student services personnel is identified as one of the most effective methods to recruit and retain under-prepared students. Higher education faculty, support staff, and administrators have a responsibility and an obligation to mentor and guide students toward their goals. Experts from advising, counseling, eligibility, testing services, and the athletic department must develop working partnerships that provide the proper assistance and support that many of these student-athletes require. Research suggests that the main components of effective academic support services include: 1) advising, 2) counseling, 3) tutoring and study centers, and 4) life skills development. There should also be some sort of “tracking” system where data can be collected, progress reports and early alert systems integrated to effectively determine the success of the support services in place.

Athletic Teams Cost Analysis

While the 3C2A Program Evaluation does not contain specific questions related to a cost analysis for athletic teams, Drs Hamilton and Lancaster asked for an assessment, when compared to similar size programs and colleges in Southern California region. The material related to LATTC’s budget presented in this section was obtained by college administrators, the college’s fiscal office and the Athletic department’s administrative assistant. It is worth noting that figures were not consistent between sources, so for purposes of the EADA submission, and this report, IPS is referring to budget amounts provided by the college’s fiscal office.

To further illustrate the inconsistencies, the EADA report, which is completed by the Athletic Director in partnership with others, shows wildly different numbers across the last three academic years. The table below was created using the associated years’ EADA reports on file with the Athletics office.

Year	Total expenses for teams	Not allocated expenses	Grand total expenses
2015-2016	\$290,234	\$228,346	\$518,580
2016-2017	\$555,495	\$285,087	\$840,582
2017-2018	\$393,854	\$405,486	\$799,340

Table 6: comparison of expenses taken from EADA reports years 2015-2018

There are numerous instances of fiscal mismanagement, poor budgeting, or spending without accountability. One such instance is the Women’s Basketball Team traveling to the Crowne Plaza Ventura Beach in March 2018 for post-season competition. The coaches required four rooms, the players utilized five rooms, and two rooms were reserved for other individuals not listed on the team roster or affiliated with the women’s basketball team. The total cost of this trip was \$8,836, however the addition of two rooms for non-team individuals added \$1600 to the expense. In this example, oversight and accountability were lacking.

Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.			
	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	31,761	56,516	88,277
2 Total of Assistant Coaches' Salaries	24,800	42,368	67,168
3 Total Salaries (Lines 1+2)	56,561	98,884	155,445
4 Athletically Related Student Aid	0	0	0
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	46,568	71,214	117,782
7 Summary of Subset Expenses (Lines 3+4+5+6)	103,129	170,098	273,227
8 Total Expenses for Teams	111,393	282,461	393,854
9 Total Expenses for Teams Minus Subset Expenses (Line 8 – Line 7)	8,264	112,363	120,627
10 Not Allocated Expenses			405,486
11 Grand Total Expenses (Lines 8+10)			799,340
12 Total Revenues for Teams	111,393	282,461	393,854
13 Not Allocated Revenues			405,486
14 Grand Total Revenues (Lines 12+13)			799,340
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	0	0	0
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			0

Table 7: LATTC's 2018 EADA Data Page indicating the budget summary for men's and women's teams.

It appears there is little institutional control towards budgeting and spending, or at least a lack of standard best practices instituted between the teams and the Athletic department. There are resources available for budgeting game day expenses on the 3C2A website in the Athletic Directors Toolbox webpage <http://www.cccaasports.org/about/forms>.

When seeking to find a suitable institution for comparison, the closest college in size and Athletic team makeup is Imperial Valley College (IVC), located in Imperial, CA. Criteria used to compare the institutions are included in the table below, with all data pulled from both IVC's and LATTC's 2018 EADA report (<https://ope.ed.gov/athletics/#/institution/details>).

College	Full-time under-graduates	# Male Athletes	# Men's Sports	Total Expenses for Men's Teams	# Female Athletes	# Female Sports	Total Expenses for Women's Teams	Not Allocated Expenses	Grand Total Expenses
IVC	3384	61	5	\$147,531	67	6	\$177,635	93,172	\$405,030
LATTC	3374	46	3	\$111,393	54	4	\$282,461	405,486	\$799,340

Table 8: Comparison of IVC and LATTC for size, sport, participation and expenses, using 2017-18 EADA data

Imperial Valley College was also selected as a suitable comparison because their intercollegiate sports are consistent with the sports LATTC's incoming students have indicated the highest level of interest in over the past three R-4 reports. These sports include baseball, softball, soccer, tennis, track and field, cross country, basketball and women's volleyball. Regarding Table 7: without reviewing budget practices, policies regarding supply budgets, travel and post-season competition, drawing conclusions is difficult but does illustrate that similar size colleges can travel, support teams and compete using significantly fewer financial resources.

It is also difficult to compare two schools who appear to be similar in several regards when the physical structure and location of the schools could not be more different, and that is noted in this report. The challenge in evaluating the trends illustrated in Tables 5 and 7 is that there are no standard practices at LATTC, making it problematic to establish a cost per student-athlete comparison. It should be noted that the large differences in expense, found in Table 7, were also discovered even when compared to larger, urban colleges (Golden West, Santa Ana, Long Beach City College, as examples) using publicly available EADA data (<https://ope.ed.gov/athletics/#/institution/search>).

Cost / Benefit Summary

The impact of athletics on a community college campus is more than financial. A staple in the literature is D. Horton's 2009 review of Student Athletes and Academic Success, published in *New Directions for Community Colleges*. In his piece, Horton argues that community college athletics will always be a financial burden to the college, yet despite this, community colleges should see the role of athletics as something much bigger. According to the latest

participation data from the NJCAA, there are more than 58,000 student-athletes who participate in men's and women's individual and team sports in hundreds of community colleges across America ([NJCAA SA Participation](#)). These are opportunities for access to higher education for underrepresented and underprivileged students who might otherwise not see themselves as college material. Horton (2009) noted particularly that community college athletic programs are a parallel extension of their open access mission; and further develop the students' discipline and character through academics, athletics and good sportsmanship.

With aging facilities, increasing medical liabilities, lack of local financial support and low student-athlete graduation rates, many colleges are facing the decision to reinvest or eliminate athletic programs on their campuses. An argument can be made for LATTC that rather than suspend the athletics program, one needs to explore how existing services and areas can be better utilized as teaching opportunities too. An example is the athletic training area. The athletic trainer expressed a desire to teach the next generation of trainers, yet an Athletic Training certificate program does not exist at LATTC, and it is unclear if there are educational partnerships with four-year institutions in place. Health Information Technology, another high demand certificate field, could also partner with Athletic Training and classes could collaborate on identifying appropriate web-based tracking programs the athletic trainers could use to safely store student-athlete health records. Without significant changes to existing policies and practices, LATTC may see its rich athletics history threatened by a lack of oversight, accountability, fiscal management, and vision.

While attempting to separate athletic team outcomes (wins/losses) from effort, it is part of the overall picture of the competitiveness, the quality of the recruiting and coaching efforts, and a general glimpse into the health of Athletics to review the Win/Loss column for the teams over the past three seasons (2015-2018). With the exception of two teams, there appears to be little benefit to the cost of fielding the other teams. Without student feedback acknowledging the value of participating in athletics, these students merely lost eligibility, time and maybe passion for a sport based on the outcomes shown in Table 8 that follows.

Sport	Season	Eligible Players high/low	Wins	Losses	Win/Loss %
Men's Basketball	F2015	15/13	2	22	.083
	F2016	15/13	13	14	.481
	F2017	15/12	7	17	.296
	F2018	unknown*	16	3	.842
Women's Basketball	F 2015	18/14	13	13	.500
	F2016	17/13	22	8	.733
	F2017	17/11	24	7	.900
	F2018	unknown*	18	4	.818
Men's Swim & Dive	Sp2015	10/9	8	15	.0348
	Sp2016	11/11	0	10	.000
	Sp2017	8/8	unavailable	unavailable	unavailable
	Sp2018	12/11	0	8	.000
Women's Swim & Dive	Sp2015	10/6	unavailable	unavailable	unavailable
	Sp2016	8/7	unavailable	unavailable	unavailable
	Sp2017	16/13	0	9	.000
	Sp2018	16/14	1	8	.125
Men's Volleyball	Sp2015	12/9	0	16	.000
	Sp2016	9/9	0	16	.000
	Sp2017	9/9	0	16	.000
	Sp2018	10/7	0	16	.000
Women's Volleyball	F2015	12/11	1	17	.056
	F2016	12/11	1	17	.056
	F2017	11/8	0	16	.000
	F2018	unknown	0	14	.000
Men's Water Polo	F2015	16/13	8	15	.348
	F2016	14/11	0	26	.000
	F2017	suspended			
	F2018	unknown**			
Women's Water Polo	F2015	suspended			
	F2016	11/11	0	9	.000
	F2017	15/15	0	9	.000
	F2018	unknown**			

Table 9: LATTC Team Performance with data from SCC website, LATTC Athletic website or division dean

* Player eligibility unknown at this point in the season

** Despite teams not being suspended, the SCC website does not have any record of LATTC competing this season.

Financials

The South Coast Conference is not alone in desiring to review conference boundaries or reevaluate sports offered within their region or adjust intercollegiate team playing schedules to reduce miles traveled and accommodate student-athletes' class schedules (http://southcoastconf.com/information/directory/SCC_Minutes). It is the finding of IPS that student transportation, through use of rented vans for Men's and Women's intercollegiate athletic events, is an unsustainable cost. For FY 17-18, budget data received for all fund areas representing all active teams showed that \$64,186 was spent on student transportation, primarily Enterprise Rent a Car. There is value in the conversation being had throughout the 3C2A regarding the efficacy of such expenditures and whether sports with few local opportunities for competition should be reduced.

Yet to walk the athletic department facilities at LATTC, one does not see waste. In fact, the department appears in need of an infusion of equipment, technology, space, and integration within the larger building and campus plans. Decisions are being made without regard to full ramifications, generally resulting in wasted resources. The school spent 1.8M to renovate Laurel Gym, yet there are no locker room facilities that can accommodate home and visitor teams in the gym, inadequate athletic training facilities, and no air conditioning. Additionally, despite a new floor, nice bleachers, strong community support and a winning record, the basketball teams cannot host playoff games because LATTC's Athletic department does not have official game management staff or a Sports Information Director (SID), both conference requirements. During a Fall 2018 meeting with President Frank, Dean Hamilton and IPS, SCC Commissioner Kollen addressed the size of a proposed soccer field being built; stating that the LATTC soccer team could play on the field for conference games; however, would not be allowed to host any playoff games. For two current (M and W Basketball) and two proposed teams (M and W Soccer) to not be able to host playoff games is poor planning and management, and a disadvantage to the student-athletes and affiliated fans. The need for a dedicated Athletic Director to manage a community college athletic program and hold staff accountable for working cohesively and with the students at the center of their decisions is evident from these findings.

Overall Strengths and Weaknesses for the Athletic Department

Facilities

The student-athletes of LATTC deserve better. Locker rooms are wholly inadequate, the Athletic Training room, while well-stocked, is too small, not private and in need of repair. An empty Automatic External Defibrillator box was mounted on the wall inside Laurel Gymnasium; a liability for the college and district. The gym has no air conditioning, which can be a health threat to students and guests alike; instead, a very large, loud blower pushes warm air through the facility. The fan for the blower exits over the pool, making this classroom environment almost unusable while the blower is in use. Currently there is no dedicated student-athlete weight room.

LATTC is in the midst of several construction projects, as part of the LACCD Bond package. After careful review, IPS has been unable to locate construction updates that should be made available to the campus and college community. The most recent construction update located was from January 2014 (<http://college.lattc.edu/construction/progress-reports/>), and the first page of the update notes that per the College Project Manager agreement, there should be monthly construction updates. Perhaps these are available behind an employee portal, but they should be made available for students and taxpaying members of the public.

The construction updates matter to the Athletic department as several new areas and fields, as well as renovated structures, were included in [LACCD's 2017-2021 Construction Plan](#). On page 28 of the document, LATTC's South Campus Athletic Fields are noted as priority number 129 with expected occupancy of 2018/2019. During the late Fall of 2018, it was shared with IPS that these fields would not be a regulation size soccer pitch, eliminating the ability to host home playoff games should this sport be added in the future. Corroborating evidence as to the status and completion of these fields was unavailable.

Staff and Structure

While LATTC's Athletic department is relatively small, it still requires significant staff with experience and professionalism to ensure that the students, guests, coaches and officials receive the best care, service and experience. Starting with game management; it has been mentioned prior that there is no SID, no game management staff, no assistant athletic trainers ensuring that coverage extends to both before and after practice and games, and no social media or website maintenance or presence.

Game day operations can make a positive impact and statement about the entire athletic department if all aspects are carefully planned and implemented. All athletic department personnel must understand their assignments; guests, officials or visiting teams should be treated with the utmost respect and class. The number one priority for game day management is the safety of those who participate, attend and work the event. The required CCCAA Decorum Statement must be read prior to each LATTC athletic contest. Athletic Director and other athletic department personnel must be visible and available at all events in case problems arise, and to also demonstrate support for the coaches, student-athletes and LATTC. All protocol must be compiled into a "Game Day Management Guide" that is accessible from the athletic department website. The following items should be considered on game day by planning, preparing and prioritizing:

- Directions & access to appropriate facilities.
- Locker rooms - cleaned, labeled, location
- Clocks, scoreboards, audio and video equipment checked to ensure proper functioning.
- Campus safety scheduled and assigned.
- Field or court cleaned
- Trainers and Training Facilities
- Visiting Team and Officials or Umpires greeted upon arrival to LATTC

- Score tables and press box. All personnel working score tables or on field must be properly trained prior to seasons.
- Marketing Campaigns, planned in advance
- Half-time entertainment
- Concession Stands
- Apparel Sales
- Music
- Anthem

Regarding Student-Athlete Success Support programs, there are no formal connections between the college's tutoring and learning services and the Athletic department. Instead, athletics chooses to convert a classroom into a study and film space, yet at the times IPS reviewed the facility, students were using it as an open space in which to visit and rest. Clearly, the technology had not been installed within the space, however a best practice would be to introduce the student-athletes to the broader campus resources for learning support services. Integrating student-athletes with resources and colleagues across the college expand the student-athletes' positive exposure to divisions and departments dedicated to fostering student success. Additionally, there is tracking software in place within Tutoring and Writing Centers, that then can be shared with coaches, in order to develop a structure for requiring and monitoring the use of these services.

It is also the finding of IPS that despite the best intentions, the administrative support staff/counselor/eligibility specialist might be opening herself up to undue scrutiny. It is not a best practice to house your eligibility specialist and counselor within Athletics, and usually those two roles are not the same person. The concern is that one may advise for eligibility first, SEP second; and therefore, coaches have had this function removed from their job descriptions. Based on IPS's finding that 46% of the 327 unique student-athletes identified from the past five years were listed as having No Academic Plan, Undecided or Unknown, and that award rates are low; it is suggested that Ms. Wickman elect to work closer with a Counselor while serving as the eligibility clerk, or, serve solely as Athletics embedded counselor while working with a separate eligibility clerk housed in Admissions and Registration. Ms. Wickman's enthusiasm, dedication and caring attitude were mentioned repeatedly as strengths of the department; it is imperative that she continue to serve her students with an eye to compliance at all levels.

The current Athletic Director, Coach Wells, is a recognized improvement from his predecessors who ruled with intimidation, preferential treatment and political motivation. One of the challenges is that Coach Wells is also faculty member assigned to coach a men's basketball team, a fulltime job. While there are few sports at LATTC, it does not mean a dedicated Athletic Director is not necessary. Without the appropriate level of support, LATTC is experiencing gaps in structure, facilities, integration with the college services, recruiting standards, operating handbooks and in-service training for coaches, fiscal accountability and management, and list of items found during this review.

Future Recommendations

Operational recommendations and best practices have been shared throughout this document. For LATTC's Athletic department, and its associated division, to thrive, IPS recommends that a broad cross-functional effort be made to develop an Athletics Master Plan, and to ensure that it is consistent with the college's mission and strategic priorities. The Master Plan should define guiding values and principles for the athletic program, and address integration of the athletics program within the academic and student development goals of the college.

Work is required to identify and develop structures and implement best practices for administration and operation of all aspects of an athletics program at a community college. In addition to planning to ensure consistency with LATTC's mission and strategic priorities, administration of all aspects of an Athletics department includes coordination within the division (kinesiology) to ensure student learning is occurring and integration across the college. It cannot be emphasized enough the role that athletics *can* play in contributing to an enhanced student life experience for student-athletes as well as for the general student population, leading to the development of campus pride and increased student goal attainment.

Opportunities exist to create a shared vision between Athletics, Foundation, Alumni, Outreach, and various student groups and campus leadership. With intentionality, inclusion and a focus on the future, LATTC Athletics can become integrated within the larger community while serving its student-athletes more equitably. There are numerous examples of the chasm between athletics and the college; and it is the student-athletes that suffer. A primary responsibility for any new athletic director should include guiding this shared vision, building cross-divisional and cross-campus collaboration and cooperation, and increasing transparency and accountability throughout Athletics.

LATTC has been challenged lately with public episodes of fiscal mismanagement and an erosion of public trust. It is not within the scope of this project to comment on those instances, yet they are consistent with the general lack of accountability and oversight found within our project. The division that houses Athletics has a unique opportunity to use this report as additional leverage to institute change and provide leadership in the near and long term to sustain continued growth and improved student outcomes.

It has been a pleasure these past several months to meet the dedicated staff in the Athletic department, to ask them to share their concerns and hopes for the future, and to earn their trust so that together, a new chapter can begin for LATTC Athletics.

Appendix

- Form 3 Facts
- 2017_Form_3_Presentation
- Example Eligibility Presentation - Forms
- Example Eligibility Presentation - Handbook
- Form_R-2 Inservice Training
- Example Recruiting Plan
- Recruiting Questionnaire Example for Online Recruiting
- Recruiting Districts
- 2014 Priority Registration Presentation - Example
- Cal-PASS Plus Athletic Scorecard Presentation
- Student-Athlete Handbook ECC - Example
- SCC Athlete Handbook - Example
- Guiding Principles for a CC Athletic Department
- Game Management PCC - Example
- Decorum Statement

California Community College Athletic Association ONLINE FORM 3 SYSTEM FAQ

1. What browsers are compatible with the Form 3 System?

Chrome, Firefox, Safari, Explorer and Edge have all been tested using the Form 3 System and all work.

2. We have a new person handling the Form 3 System for us. What should we do?

Please have the Athletic Director email the Director of Membership Services to create an account for the new user and to deactivate the old account. Each full access user should have their own account.

3. My Dean would like to view the data within the Form 3 System. Is there a way to give him/her access?

Others on your campus may be given the ability to have read only access to the Form 3 System. Once this feature is active within the new system, information will be provided on how to gain read only access.

4. How do I file a supplement or make an addition?

To make a change to an existing Form 3 that has already been initially submitted and verified by the Commissioner, simply add the student to the Form 3 just as you did when you created the form. The addition will appear on your Form 3, your change log and on your conference commissioner's online admin section. There is no need to submit the Form 3 again. You only use the "Submit" button twice; at the beginning and the end of the season.

You will not be able to add (supplements) until your commissioner has initially verified the Form 3. If more than 2 business days have passed since you submitted it for initial verification without the form being verified and you need to access the form, contact your Commissioner.

5. How do I change the conference assigned to a Form 3?

There are two ways to change the conference assigned to a particular Form 3.

Method 1: When you create a Form 3, you will choose the sport and if the sport is in a conference other than your home conference, you will select the conference from the drop down. If you do not choose a conference, the Form will be created and will default to your home conference.

Method 2: You can also change the conference by using the "Edit Form 3" function. The conference on the Form 3 will have a drop down. Select the conference from the drop down and click Update and Save Progress.

Please note: Even if you have already submitted your Form 3 to the wrong conference, you can use Method 2 to change which conference the Form is assigned to and the Form will be re-directed to the appropriate conference commissioner. You DO NOT need to resubmit the form for the change to take place.

6. How do I obtain a signature for the online Form 3?

Signatures are not required when filing online. By logging in with a username and password, you are acknowledging that you have the authority to submit this data on behalf of your college athletic department.

7. Do I still need to file hard copies with my conference commissioner?

Hard copies, in addition to the electronic copies, would only be necessary if the Commissioner

California Community College Athletic Association ONLINE FORM 3 SYSTEM FAQ

requires.

8. How do I submit the online Form 3 to my conference commissioner?

When using the "Edit Form 3" function, scroll down until you see a gray button that reads "Submit to Commissioner for Beginning of Season Review".

9. Why is the CCCAA receiving our Form 3 reports this year?

The CCCAA is not receiving your Form 3 reports. The CCCAA has established this online system based on input and feedback from athletic directors, eligibility personnel and conference commissioners. It is designed to serve as a state-wide database for community college athlete eligibility, and can be used to access participation information for student athletes that have previously attended a CCCAA member college. The information you submit online is sent to your conference commissioner, which he/she review via an online administrative system.

10. When adding a student to a Form 3, what do the Status numbers mean?

- 0 – Created/In Progress
- 1 – Submitted for Initial Verification
- 2 – Initially verified
- 3 – Season of Competition Submitted
- X – Final Approval

11. Prior to the end of the sport season I made additions/corrections to a Form 3 and inadvertently saves and submitted to the Commissioner for verification and the form is now "locked". How may I correct the error?

The first corrective action would be for the Commissioner to 'reject' the form which should "return the form to you as unlocked" (phase 2). If the form is inadvertently verified prior to the end of the season you will need to send an email to your Commissioner requesting that the form be returned to phase 2. The Commissioner will forward the request to the State Office.

Please note that until 3 days prior to the end of the regular season, this is no longer possible to do but once the Form 3 is able to have the season of competition noted, this becomes a possibility once again.

12. What do I do if I forget my password?

You should use the Reset Password feature that is on the login page.

13. How can I get help to an issue not addressed on this page?

Send an email to info@cccaasports.org or call the CCCAA at 916.444.1600.

Also, be sure to review the Online Form 3 Tutorial document, which provides an introduction and visual "walkthrough" of the CCCAA Online Form 3 system.



Student-Athlete Online Form 3 Eligibility System

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

Accessing The System

- ▶ www.cccaasports.org
- ▶ Under Membership Services select “Forms”
- ▶ Click “Online Form 3 Eligibility System” Link
- ▶ Enter username and password
- ▶ Each user on campus, be it full access or read only, needs to have his/her own account. The Athletic Director must request additional accounts by contacting the Director of Membership Services.
- ▶ Read only accounts are suggested for individuals who need to access the system to complete tracers and to view the progress of their own institution’s Form 3’s without needing to edit any information.

First Visit – My Account



The screenshot shows the 'My Account' registration page for the California Community College Athletic Association (CCCAA). The page has a blue header with the CCCAA logo and navigation links: Home, My Account, and Logout. The main content area is titled 'My ACCOUNT' and contains a registration form with the following fields:

- Contact Name: [Text Field]
- Phone: [Text Field]
- Print Address: [Text Field]
- Address: [Text Field]
- City: [Text Field]
- State: [Dropdown Menu, currently showing 'CA']
- Zip: [Text Field]
- Username: [Text Field]
- Password: [Text Field]
- Confirm Password: [Text Field]

At the bottom right of the form is a 'Sign Up' button. The page also includes a 'My Account' link in the top right corner.

- ▶ On your first visit – you will be taken to the My Account page.
- ▶ It is imperative that you enter/review the information, make any changes necessary and hit Save before proceeding to the other tabs in the Form 3 system.
- ▶ Note – this screen will appear each time you clear your browser history.

Subsequent Visits – Messages

- ▶ After your first visit, you will automatically be brought to the Messages tab upon logging in to the Form 3 System.
- ▶ You will be notified if you have any messages. If you do, follow the link to review them. If you'd like to send a message to the CCCAA or to other users within the Form 3 system you may do so from this tab.



Accessing Form 3's

- ▶ Click on the Form 3's tab to access the Form 3 area.
- ▶ From here you can create a New Form 3, access your institution's Form 3's from prior years or view other college's Form 3's from prior years.
- ▶ Hint – to view other college's from years prior to 13-14, don't select a year, instead select the college or conference and a sport.

The screenshot shows the 'California Community College Athletic Association Form 3 Manager' web application. The header includes the CCCAA logo and navigation tabs for 'Messages', 'Form 3's', 'Form 3's', and 'Log Out'. Below the header, the 'FORM 3 ACTIONS' section contains two buttons: 'New Form 3' and 'View Other College's Form 3'. The 'Current Form 3's' section provides instructions: 'You can choose to view, edit, generate, and/or email a PDF of any current Form 3. Just choose the year, sport, and action you want to perform from the dropdown menus below and then click go.' It features three dropdown menus labeled 'Choose a Sport Year', 'Choose a Sport', and 'Choose an Action', each with a downward arrow. At the bottom right is an 'Include Change Log' button with a 'Go' icon.

Creating A Form 3



FORM 3 ACTIONS

New Form 3

View Other College's Form 3

Current Form 3's

You can choose to view, edit, generate, and/or email a PDF of any current Form 3. Just choose the year, sport, and action you want to perform from the dropdown menus below and then click go.

Choose a Sport Year

Choose a Sport

Choose an Action

Include Change Log

Go

Click New Form 3 to create a New Form 3 for your institution.

Creating A Form 3 continued

- ▶ Choose the sport and if the conference is the same as your all-sports conference, click on Create Form 3 to proceed.
- ▶ If the sport is hosted by another conference be sure to select the appropriate conference before clicking on Create Form 3.

The screenshot shows the 'California Community College Athletic Association Form 3 Manager' web application. The header includes the CCCAA logo and navigation links for 'Managers', 'Students', 'Form 3's', 'Reports', and 'My Account'. A 'Back to Menu' button is in the top left. The main heading is 'CREATE A NEW FORM 3'. Below it, instructions state: 'To create a new Form 3, choose the Sport and Year from the drop down menus below, and then click the "Create Form 3" button. To override the conference, choose it from the "Override Conference(s)" drop down list.' The form contains three dropdown menus: 'Year' (set to 2016/2017), 'Choose a Sport' (with a dropdown arrow), and 'Override Conference(s)' (with a dropdown arrow). A 'Create Form 3' button is at the bottom right.

Creating A New Form 3 continued



▶ Your new Form 3 has been created.

▶ You may now proceed to the Students tab to find/create/add students to the Form 3's you've created.

Current Form 3's

CCCCAA

California Community College Athletic Association

California Community College Athletic Association Form 3 Manager

Messages | My Profile | My Payments | Form 3's

Form 3's

View Current College Form 3's

Current Form 3's

View Current College Form 3's

2016-2017

Substitutions Worksheet

Download my Form 3's

Go

FORM 3 ACTIONS

View Current College Form 3's

Current Form 3's

View Current College Form 3's

2016-2017

Substitutions Worksheet

Download my Form 3's

Go

- ▶ You can see all Form 3's for your institution for a year by choosing the year and selecting Go.
- ▶ You must select a year (defaults to current) and sport first and then you may choose to edit, view, create a pdf or email a pdf of a Form 3.
- ▶ You may only edit current year Form 3's.
- ▶ You may also include the change log by clicking the box next to Include Change Log.

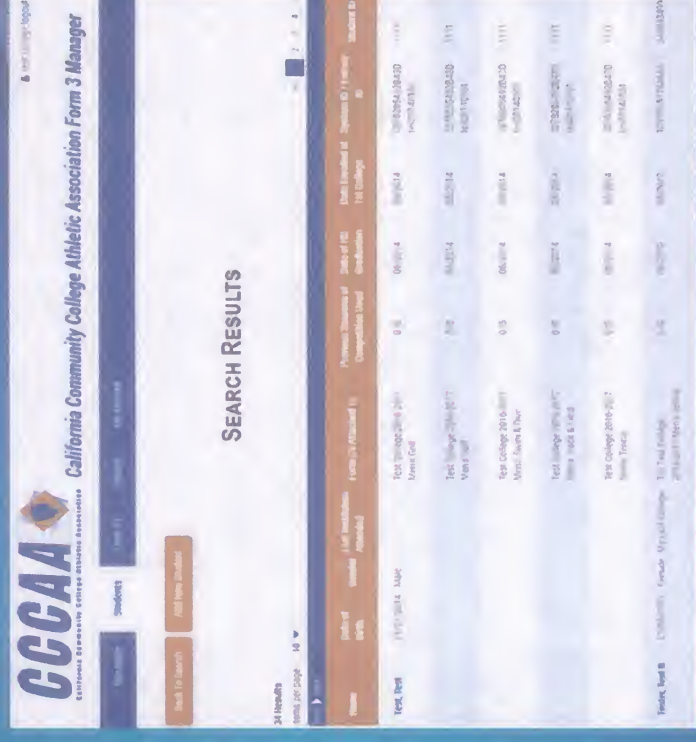
Entering Student Information

- ▶ The Students tab is where you search to see if the student you wish to add is already in the system.
- ▶ Enter all or part of the last name and any other information you deem necessary to determine if the student is in the system already and click Search.
- ▶ Less information = more search results and more information = less search results.



The screenshot shows the CCCAA (California Community College Athletic Association) website. The header includes the CCCAA logo and the text "California Community College Athletic Association Form 3 Manager". Below the header is a navigation bar with tabs for "Students", "My Account", and "My Account". The main content area is titled "STUDENT SEARCH" and contains a search form. The form has a text input field for "Enter the student's last name and any other information you have for the student below. And then click the Search button." Below the input field are four radio buttons: "Last Name", "First Name", "Student ID", and "Search". The "Last Name" radio button is selected. To the right of the input field are four checkboxes: "Males", "Females", "Date of Birth", and "Former ID". The "Males" checkbox is selected. Below the checkboxes is a "Search" button.

- ▶ If you find the student you are looking for click on their name to access their record.
- ▶ If you don't find the student you are looking for, you may either click Back to Search to search some more or you may click Add New Student to add the student to the system.



Entering Student Information continued

- ▶ If you find the student in the search results, click on their name and you will be brought to the Edit Student Screen.
- ▶ Here you will enter their recruitment status as it pertains to your institution, the Student ID for your institution and any previous colleges attended.
- ▶ Once you save them to your institution, you will have the ability to correct any mistakes on all of the information above the recruitment information.

The screenshot shows the 'EDIT STUDENT' form in the CCCAA system. The form is divided into several sections for data entry:

- Personal Information:** Includes fields for First Name, Last Name, M/F, DOB, and Sex.
- Academic/Institutional Information:** Includes fields for HS Graduation Date, HS Country, HS State, HS City, and HS Graduation Date.
- Recruitment Information:** Includes checkboxes for 'In Direct High School', 'In Recruiting Area High School', and 'Out of State High School'.
- Student ID:** A field for entering the Student ID.
- Previous Colleges:** A section for entering previous colleges attended.

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Add College'.

Entering Student Information continued

Current Form 3's This Student is Attached To
(Click the down arrow to remove the student from the selected Form 3's)

Sport Name	Previous Seasons of Competition Used	Status
American Soccer (Category 1) - Girls (Elementary) - 2016	0	1
American Soccer (Category 1) - Girls (Elementary) - 2017	0	1
American Soccer (Category 1) - Girls (Elementary) - 2018	0	1
American Soccer (Category 1) - Girls (Elementary) - 2019	0	1
American Soccer (Category 1) - Girls (Elementary) - 2020	0	1

Available Form 3's This Student Can Be Attached To
(Click the down arrow to add the student to the selected Form 3's)

Sport Name	Previous Seasons of Competition Used	Status
American Soccer (Category 1) - Girls (Elementary) - 2021	0	1
American Soccer (Category 1) - Girls (Elementary) - 2022	0	1

Save

- ▶ You will also see any other Form 3's to which the student is attached.
- ▶ You will see the available Form 3's the student can be attached. By checking the box to the left of the sport, indicating the Previous Seasons of Competition Used by the student for that sport and clicking Save you will add the student to the Form 3.
- ▶ Once the student has been added click Back to Search or the Student tab to start the process for the next student.

Entering a New Student

- ▶ If the student is not found in the search results, you may enter them in to the system by clicking on Add New Student.
- ▶ Enter the information indicated along with the recruitment information, student ID and Last College(s) attended (if applicable) as it relates to your institution.
- ▶ Click Save

The screenshot shows the 'Add New Student' form within the 'California Community College Athletic Association Form 3 Manager' application. The form is divided into several sections with expandable/collapsible headers:

- Personal Information:** Includes fields for First Name, Last Name, M.I., Gender, Birthdate, and Birthplace.
- Current Information:** Includes fields for User ID, Email, and Phone Number.
- Recruitment Information:** Includes fields for Recruitment Source (dropdown), Recruitment Date (calendar icon), and Recruitment Status (dropdown).
- Academic Information:** Includes fields for High School (dropdown), High School State (dropdown), High School Country (dropdown), and High School Name (text field).
- College Information:** Includes fields for College (dropdown), College State (dropdown), College Country (dropdown), and College Name (text field).
- Additional Information:** Includes fields for Student ID, Last College (dropdown), and High School (dropdown).

A 'Save' button is located at the bottom right of the form.

Entering a New Student Continued

Available Form 3's This Student Can Be Attached To
(Check the boxes to Add the Student to the Selected Form 3)

Sport Name	Previous Season of Competition Used	Status
<input type="checkbox"/> 2016-2017 Women's Badminton	0 0 0 1	0
<input type="checkbox"/> 2016-2017 Men's Baseball	0 0 0 1	0

Status Key: 0 = Created/In Progress, 1 = Submitted for Initial Verification, 2 = Initially Verified, 3 = Season of Competition Submitted, X = Final Approval

Save

- ▶ Once they have been added to the system you will then be able to add the student to a Form 3.
- ▶ Check the box to the left of the sport and indicate any previous seasons of competition the student may have used in that sport and click Save to add them to the Form 3 indicated.

-
- Jonathan Peck College Manager
- Association Form 3 Manager**
- Academic Press

Jonathan Peck College Manager

Association Form 3 Manager

Academic Press

Editing A Form 3

- ▶ Select the year, sport and edit before hitting Go.
- ▶ Essentially, the only “editing” you do here is submitting the form to the Commissioner, changing the conference or denoting seasons of competition used at the end of the season.

The screenshot shows the 'California Community College Athletic Association Form 3 Manager' web application. The header includes the CCCAA logo and navigation links for 'My Account' and 'Form 3's'. The main content area is titled 'FORM 3 ACTIONS' and contains two buttons: 'New Form 3' and 'View (Click to edit) Form 3'. Below these is a section for 'Current Form 3's' with a table of active forms. The table has columns for 'Form 3's', 'Season', 'Conference', and 'Status'. The first row shows '2016/2017' for the season, 'California Community College Athletic Association' for the conference, and 'Active' for the status. At the bottom right, there is a 'Go' button.

Form 3's	Season	Conference	Status
2016/2017	California Community College Athletic Association	Active	

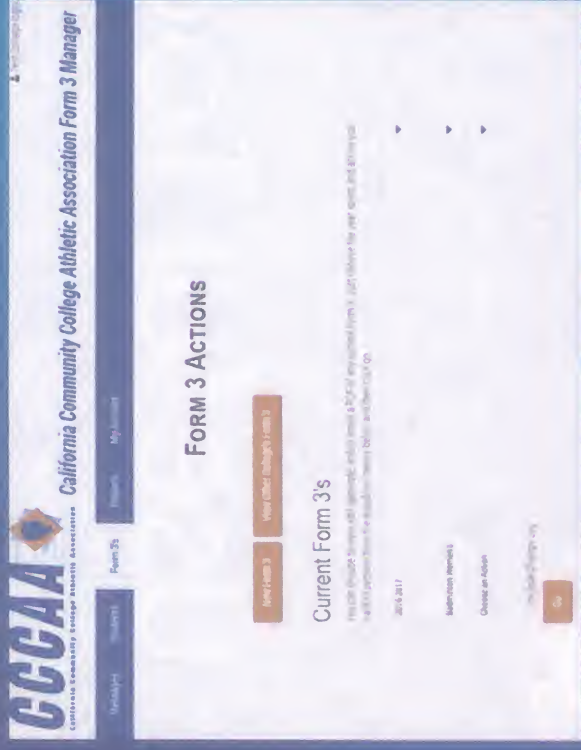
-

CCCA
CONSTRUCTION COMMUNITY COLLEGE ASSOCIATION



Useful Tools

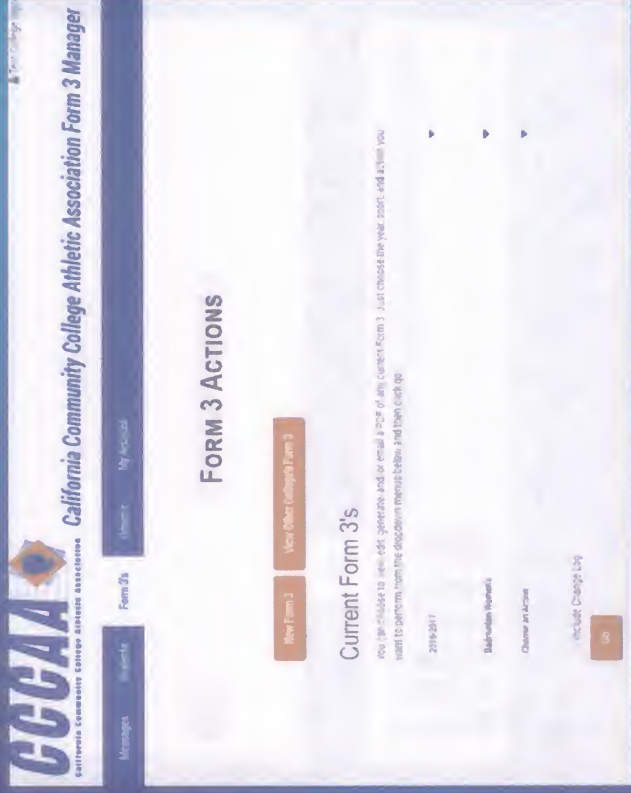
Viewing Other College's Form 3's



Click on View Other Colleges Form 3 and then select any combination you'd like to view the Form 3's from other colleges.

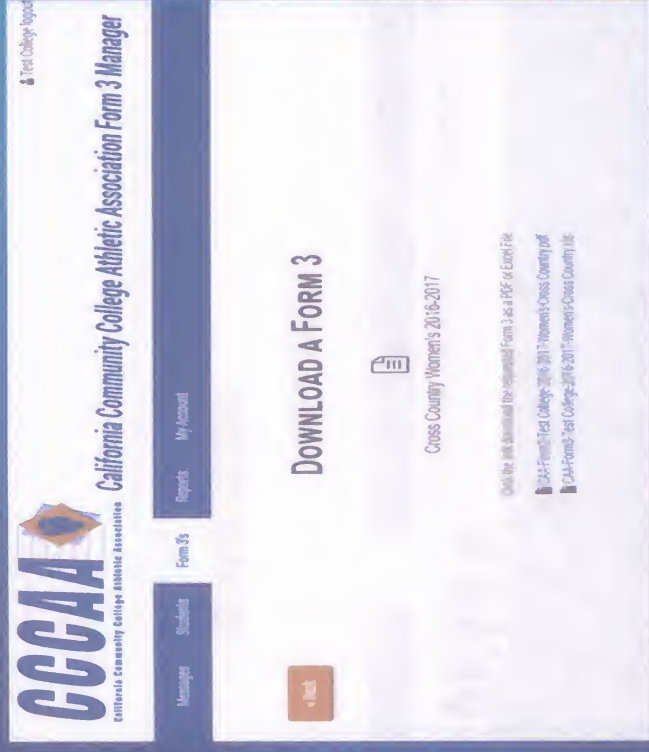
Hint: Leave the year blank and you will get Form 3's from before 2013-14.

PDF a Form 3



- ▶ You may Create a PDF which is saved to your computer or you may Email a PDF of a Form 3 by selecting the year and sport and then either create or email.
- ▶ You may also include the change log by clicking the box next to Include Change Log.

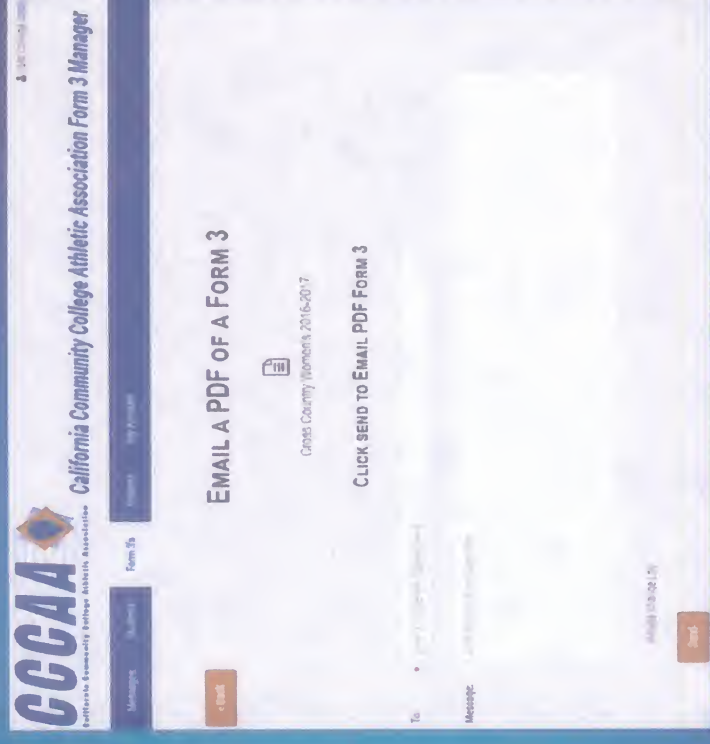
PDF of Form 3



- ▶ Once you select Create PDF you will be presented with a PDF or an Excel file that you can download to your computer.
- ▶ Click on the link to download.

Emailing your Form 3

- ▶ Once you select Email PDF you will be presented a screen where you can enter the email address of the recipient and type a brief message.
- ▶ If you want the Change Log included, make sure click the box next to Include Change Log.
- ▶ Click Send to send the PDF of the selected Form 3.



Reports

- ▶ The Reports tab gives you access to a number of different reports.



Downloaded from <http://ajphaphapublications.sagepub.com/> at 10:00 10 May 2015

Change Log



CCCCAA

2017 O Street

Sacramento, CA 95811

916-444-1600

jcardone@cccdaasports.org

CONTACT US

Eligibility Documents

- All documents are legal contracts.
- Understand what you sign.
- All documents are available for review in the XCC Student-Athlete Handbook.
- Incomplete, erroneous or false information may result in your ineligibility at XCC and elsewhere, financial penalties, and/or prosecuted as a felony.
- Do NOT complete documents prior to instructions.
- Your sport and gender must be on each document
- Your full name (first, middle and last) must be on each document.
- Today's date must be on each document.
- Anyone under 18 years of age?

Student-Athlete Checklist

Irvine Valley College Athletics Pre-season Student-Athlete Checklist

Per College, District and State policy, student-athletes must complete the following assignments:

1. Attend, and complete the documents, at your team's pre-season eligibility meeting.
2. Read the IVC Student-Athlete Handbook at www.ivclasers.com (found under "Inside Athletics") within one week of the completion of your team's pre-season eligibility meeting.
3. Attend, and complete all documents at your team's pre-participation physical exam. OR complete the required documents with an IVC pre-approved physician.
4. Complete an on-line My Academic Plan (MAP) prior to meeting the IVC Counselor for Athletics.
5. Schedule and attend a meeting with the IVC Counselor to complete an Individual Education Plan (IEP) prior to October 1 (Fall sports and Basketball) or March 1 (Spring sports).
6. Purchase the ASIVC sticker for the semester in which you compete prior to your first contest.
7. Review CCCAA Bylaw 1 at www.cccaasports.org/services/constitution for initial and continuing eligibility.
8. Review CCCAA Bylaw 4.4 et seq. at www.cccaasports.org/services/constitution pertaining to decorum and conduct.
9. Maintain enrollment and attendance in the IA course and related KNES courses required for competition and off-season training during the entire season of your sport.
10. Review detailed information on the transfer process and bylaws affecting your eligibility, in "The NCAA Transfer Guide" available at www.ncaapublications.com and for the NAIA at www.playnaia.org/.
11. Review detailed information from the Student Code of Conduct at www.ivc.edu/policies/pages/conduct.aspx, and the College policy on Sexual Harassment at [www.ivc.edu/student life Documents/Sexual%20Violence.pdf](http://www.ivc.edu/student%20life/Documents/Sexual%20Violence.pdf).
12. Maintain all equipment and apparel during the season as instructed by your coaching staff, and return these items by the end of the first week after your season ends.

Student-Athlete Survey

Irvine Valley College Athletics Pre-season Student-Athlete Survey

Name: IVC ID#:
Off-campus Email: Cell number:
High School: Year graduated from HS:
ALL Club Teams:

List your parents' college experiences.

Mom: Attend? YES or No Where?
Graduate? YES or No
Dad: : Attend? YES or No Where?
Graduate? YES or No

Are you registered with the NCAA Eligibility Center? YES or No

Are you an NCAA Qualifier? YES or No

Are you registered with the NAIA Eligibility Center? YES or No

Were you recruited by an IVC Coach? Who?

What major have you selected at IVC?

Where do you intend to transfer after IVC? List your top four universities.

1. 3.
2. 4.

Who is enrolled at IVC because YOU are?

Name Relationship

Are you interested in being part of the Advisory Committee to the Athletic Director, or community outreach activities? Yes or No

Student-Athlete Acknowledgement

Irvine Valley College Athletics Acknowledgement Statement

By signing below I agree that:

- I will access and read the IVC Student-Athlete Handbook at www.ivclasers.com;
- I have been permitted the opportunity to review all documents and the Handbook in a timely manner;
- Shall abide by all policies and regulations of the CCCAA, OEC, PCAC, Irvine Valley College, and the South Orange County Community College District as applicable;
- I am aware of the special responsibilities of representing the College in intercollegiate competition, practice and during travel;
- I will receive no financial assistance (housing, transportation, tuition, books, etc.) from any person related to IVC including, but not limited to, coaches, faculty, staff, or boosters;
- I will manage the following forms and tasks in a timely manner as part of my opportunity to practice, compete, and receive equipment:
 - > CCCAA Student Eligibility-Form 1
 - > CCCAA Student Athlete Tracer-Form 2 (if necessary)
 - > CCCAA Out-of-State Student Contact-Form C (if necessary)
 - > SOCCCD Athletics Risk Agreement
 - > IVC Acknowledgement Statement
 - > IVC Academic Declaration of Intent & IEP
 - > IVC Media Information and Release
 - > IVC Self-Transportation Release
 - > IVC Felony Disclosure Statement
 - > IVC ASIVC membership
 - > IVC Pre-Participation Exam
 - > IVC Athletic Training and Sports Medicine documents (online or hard copies)
 - > IVC Athletics Insurance documents
 - > Enrolled and attending a minimum of 12 units during the traditional season of sport
 - > Enrolled and attending the Intercollegiate Athletics and/or KNES courses for your sport
 - > Return all IVC issued equipment and apparel as instructed
 - > Authorize the release of unofficial transcripts to and from IVC for athletically-related purposes.

Student Name _____

Sport _____

Signature _____

Date _____

District Risk Agreement

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT PARTICIPATION CONSENT & WAIVER AGREEMENT

For and in consideration of permitting _____ **NAME** _____ (student)
to enroll in and participate in _____ **GENDER/SPORT** _____ (activity)
conducted by South Orange County Community College District at Irvine Valley College in the County of
Orange, and State of California, beginning on the **xx** day of **Month**, 20**15**, the Undersigned
hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for
personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging or
receiving instructions in said activity or any activities incidental thereto wherever or however the same may
occur and for whatever period said activities or instructions may continue, and the undersigned does for
him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish
any action or causes of action, aforesaid, which may hereafter arise for him/herself and for his/her estate, and
agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute,
present any claim for personal injury, property damage or wrongful death against South Orange County
Community College District or any of its officers, agents or employees for any of said causes of action, whether
the same shall arise by the negligence of any of said persons, or otherwise.

IT IS THE INTENTION OF _____ **NAME** _____ (student)
BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE SOUTH ORANGE COUNTY COMMUNITY
COLLEGE DISTRICT FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR
WRONGFUL DEATH CAUSED BY NEGLIGENCE.

In the event of illness or injury, I do hereby consent to whatever x-ray examinations, anesthetic, medical,
surgical or dental diagnosis or treatment and hospital care are considered necessary in the best judgment of the
attending physician, surgeon or dentist and performed by or under the supervision of a member of the medical
staff of the hospital or facility furnishing medical or dental services. It is understood that the resulting expenses
will be the responsibility of the participant, parent, or guardian.

As stated in California Code of Regulations, Section 55450, I understand and do hereby assume all of the above
mentioned risks which may arise out of or in connection with athletic participation and associated activities
arranged for the participant by the South Orange County Community College District as noted above.

I fully understand that participants are to abide by all rules and regulations governing conduct during athletic
participation. Any violation of these rules and regulations may result in that individual being dismissed from
the activity with any expenses incurred being the responsibility of the participant and/or his/her
parents/guardian.

The undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees that in the event any
claim for personal injury, property damage or wrongful death shall be prosecuted against South Orange County
Community College District he/she shall indemnify and save harmless the same South Orange County
Community College District or any of its officers, agents or employees from any and all claims or causes of
action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the above and the following page titled Athletic Code of
Conduct, has been fully and completely advised of the potential dangers incidental to engaging in the activity
and is fully aware of the legal consequences of signing the within instrument.

Signature _____ **ID#** _____ **Month Day, Year** _____
Student I.D.# _____
Student Signature _____ Date _____

Parent or Guardian Signature _____ Date _____
(Only if student is under 18 years of age.)

THIS FORM MUST BE ON FILE WITH THE COLLEGE BEFORE THE STUDENT WILL BE ALLOWED
TO PRACTICE FOR/OR PARTICIPATE IN THE ABOVE LISTED ACTIVITIES.

District Risk Agreement (cont.)

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ATHLETIC CODE OF CONDUCT

The Athletic Departments of both Irvine Valley College and Saddleback College recognize that Student Athletes are important representatives of the District and their College. Student Athletes are highly visible representatives of the District and their College while at their own campus and while participating at off-campus athletic contests and events. Student Athletes must willingly sacrifice their time and their personal individualism for the benefit of their team. Student Athletes must also conform to the following general guidelines of personal conduct while they are members of a College athletic team:

1. TRAINING RULES:

- A. Student Athletes who are apprehended for the possession and/or consumption of non-prescription drugs or controlled substances may be disciplined in accordance with District policy and may be expelled from the athletic team.
- B. Student Athletes must also comply with all Training Rules that are specified by the College's Athletic Department.

2. CONDUCT OF STUDENT ATHLETES:

- A. Any behavior by the Student Athlete which reflects badly upon the athletic team or the College will not be permitted. Student Athletes may be expelled from the athletic team for such behavior.
- B. All Student Athletes must travel to and from athletic contests with their team. Student Athletes who cannot travel with their team must obtain Athletic Department approval on the Student Voluntary Transportation Agreement (Form FS#32). Prior to individual travel by the Student Athlete, this Form must be approved and signed by the College's Athletic Director and team coach. Student Athletes who are under the age of 18 must also obtain their parent or legal guardian's signature on this Agreement.
- C. Student Athletes are personally responsible and liable for the athletic uniform items and equipment that are issued for their use. All items must be returned to the College at the conclusion of the athlete's participation on the team or at the end of the sport season. Student Athletes and/or their parents or legal guardian are financially liable for the replacement cost of uniform items or equipment not returned to the College.

3. ELIGIBILITY REGULATIONS:

All Student Athletes must be able to demonstrate eligibility in accordance with the requirements established by the governing State and local commissions for athletics.

Signature _____

Date _____

IVC – Academic Advising

Student-Athlete Declaration of Academic Intent Individual Education Plan (IEP)

- ☐ I understand that in order to practice and compete as an intercollegiate student-athlete at a California Community College, I must meet CCCAA Bylaws for academic enrollment and progress;
- ☐ I understand that I must speak with my Head Coach about my Athletic and Academic plans, including timelines, transfer, redshirt/grayshirt, and my level of play prior to meeting with an Academic Counselor;
- ☐ I understand that I must meet with an IVC Academic Counselor to complete and/or review an Individual Education Plan (IEP) prior to CCCAA deadlines in each season in which I compete;
- ☐ I understand that if I intend to transfer and compete at the 4-year level (Options 1 or 2 below), my IEP will include appropriate course work to begin and maintain eligibility as per CCCAA Bylaws, and a transfer path fitting my academic and athletic history and goals;
- ☐ I understand that it is my responsibility to communicate with my Head Coach and Academic Counselor about all institutions to which I am interested in transferring. Some conferences have more restrictive rules than the NCAA and I will request information these colleges before making decisions;
- ☐ I understand that I need to communicate changes to my goals, plans, or timeline (ie: course failures, change in major, grayshirt, redshirt, hardship waiver, additional possible transfer institution, etc.) with my Head Coach and Academic Counselor so I can be prepared to meet current plus future academic and athletic goals.
- ☐ I understand that although I must meet with a counselor and complete an IEP per CCCAA Bylaws, I am ultimately responsible for scheduling and completing the necessary courses to meet my current and future academic and athletic goals.

Please check one of the following Declarations:

- ☐ Option 1) I intend to transfer and compete at the 4-year level. I have not used, nor do I intend to use, a redshirt or grayshirt year and I intend to transfer as soon as opportunity permits.
- ☐ Option 2) I intend to transfer and compete at the 4-year level. This or previous seasons include a redshirt and/or grayshirt season, and I intend to transfer as soon as opportunity permits.
- ☐ Option 3) I do not intend to compete at the 4-year level

I agree that in order to monitor my eligibility, the IVC Athletic Department may access any and all of my academic records, including work in progress, via grade checks, tracers and other documents as required.

Name (print) _____ Sport _____

Signature _____ Date _____

Felony Disclosure

IVC Intercollegiate Athletics Felony Sentence Disclosure

Under penalty of perjury, the undersigned student-athlete declares that the provisions of Section 67362 of the California Education Code are not applicable to their participation in intercollegiate athletics at Irvine Valley College.

Section 67632 mandates that a student may not participate in intercollegiate athletics at a California public college or university if all of the following criteria are applicable:

- >A conviction, and
- >Tried and sentenced as an adult in any state or country, and
- >The sentence was made after enrollment in any college or university, and
- >Currently serving any portion of their term of probation or assigned prison term or parole period, and
- >For any of the following felonies (number listed is for CA penal code)
 - 187 – Murder with malice aforethought
 - 209 – Kidnapping
 - 210 – Kidnapping for ransom or reward
 - 211 – Robbery
 - 220 – Assault
 - 243.8 – Battery on a sports official
 - 245 – Assault with a deadly weapon
 - 261 – Rape
 - 262 – Rape of a spouse
 - 264.1 – Aiding in Rape
 - 286 – Sodomy
 - 288 – Lewd or lascivious act with a child
 - 288a – Oral copulation
 - 288.5 – Substantial sexual conduct with a child
 - 289 – Sexual assault with duress
 - 459 – Burglary
 - 664(a) – Attempted murder during the commission of a crime

The undersigned student-athlete may be subject to disciplinary action, including, but not limited to, suspension, dismissal, or expulsion, if the student-athlete knowingly provides false information in this declaration. If you are unsure of your status, please consult with the Director of Athletics prior to signing.

Name

Sport

Signature

Date

District Transportation

South Orange County Community College District

Student Voluntary Transportation Agreement
Irvine Valley College Athletics

Student Name	First Last Middle	Student ID#	ID #
Activity Sport	Gender & Sport		

I understand that the South Orange County Community College District (SOCCCD) may be providing transportation to and from Irvine Valley College (IVC) as part of competition and/or practice for the above activity/sport. However, I may not wish to avail myself of the transportation provided by the District.

I hereby request permission to provide for my own transportation and at my own expense.

By signing below, I fully understand and agree that the District is in no way responsible, nor does the District assume liability, for any injuries, losses or death resulting from this non-District sponsored transportation, although the District may suggest travel time, routes or 'caravanning' to or from this activity/sport. I fully understand that such suggestions are not mandatory.

Signature	Month Day, Year
Student Signature	Date
Parent/Legal Guardian (if under 18 years of age)	Date
District Approval Signature	Date

CCCCAA Form 1

STUDENT ELIGIBILITY REPORT

FORM 1
SIDE 1

Please type or print neatly

Irvine Valley College Your Present College	Orange Empire Your Present Conference	Gender & Sport Sport This Season 123456	Previous Seasons of Competition Used in This Sport 0 <input checked="" type="checkbox"/> or 1 <input checked="" type="checkbox"/> 08 / 15 / 2016
Last, First Middle Last Name, First, MI	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Student ID#	Today's Date Month/day/year
Physical address - no PO boxes Present Address, Street, City, State, Zip Code	xxx xxx-xxxx Telephone #		Date of Birth Spring, 20year
Name of high school and city High School Last Attended, City, State, Zip Code			Last Date Attended

Accurately account for all your time between *high school graduation and the present*. Beginning with the year you left high school, list employment dates, periods of unemployment, armed forces service, and all educational institutions in which you have registered, including your present college. *Do* include summer school. *Do not* include summer jobs.

From		To		Colleges Attended or Jobs Held, City, State
Mo	Yr	Mo	Yr	
08	2016	Pre	sent	First year out of high school? Stop after this line.
08	2015	06	2016	More than one year out of high school? One line for each school year since graduation
08	2014	06	2015	
08	2013	06	2014	
08	2012	06	2013	
08	2011	06	2012	

Including this college and this season, list all of the colleges and sports in which you have *practiced, scrimmaged, or competed*, including *club sports, JV, and varsity contests* since high school: (If you only practiced or scrimmaged in a sport, please state.)

Sport	College	Varsity/JV/Club	Semester	Yr
Gender & Sport				

My signature certifies that the information I have given is true.	Student-Athlete's Signature	Date
---	-----------------------------	------

For Official Use Only

	Yes	No	N/A	The signatures below verify this student's eligibility to participate at this college	
First Competition in any sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Coach's Signature	Date
Enrolled in 12 units (see Bylaw 1.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Athletic Director's Signature	Date
Transcripts received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Registrar/Administrative Rep's Signature	Date
Educational Plan on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tracers Sent Date _____ Received Date _____	
Passed 24/36 semester/quarter units (See Bylaw 1.6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has a 2.0 GPA from first participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Meets the 6-unit requirement* (See Bylaw 1.3.3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Satisfies the transfer rule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Meets the 6-unit requirement for 2 nd term of season*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

High School Recruitment Information (Check only one)	<input type="checkbox"/> In-District	<input type="checkbox"/> Recruiting Area	<input type="checkbox"/> In-State	<input type="checkbox"/> Out-of-State
--	--------------------------------------	--	-----------------------------------	---------------------------------------

*For those student-athletes whose first competition occurs Fall 2015 and later

CCCAA Form 1 – Side 2

Initial each number and letter as it is addressed



STUDENT ELIGIBILITY REPORT

FORM 1
SIDE 2

Student Athlete - Please read the following prior to signing this form. If you have questions, please ask!

1. I understand that in order to be eligible for non-conference, conference and postconference competition, I must be continuously and actively enrolled and attending class in a minimum of 12 units at my community college during the season of sport, notwithstanding other articles/bylaws of the *CCCAA Constitution and Bylaws*. (Bylaw 1.3.1)
 - * Of the 12 units, at least 9 shall be attempted in courses counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. The college shall certify that I have an individual educational plan on file. (Bylaw 1.3.7)
2. I understand that actual competition in a scheduled game, meet, or match (except scrimmages for CCCAA purposes) during a sports season shall be recorded as one season of competition in that sport. (Bylaw 1.5)
3. In order to be eligible for the *second season of sport*, I must successfully complete and pass 24-semester/36-quarter units at an accredited postsecondary institution and complete a minimum 6 units during my last full-time term*. The 24-semester/36-quarter unit count begins with and includes the units taken during the first semester/quarter of competition for that sport and must be completed *prior to the beginning of the semester or quarter* of the second season of sport. Units from a course repeated to raise a grade of "D" or better *shall not be counted* to satisfy this second-season-of-sport unit eligibility rule. (Bylaw 1.6)
 - * Of the 24-semester/36-quarter units to be completed, 18-semester/27-quarter units shall be in course work counting toward remediation, career technical education/certificate courses, associate degree requirements, transfer/general education, and/or lower division theoretical major preparation courses as defined by the college catalog and/or articulation agreements and be consistent with my educational plan. (See Bylaw 1.6.1.D)
4. I understand that once I have competed in a CCCAA-sanctioned sport, I must maintain a minimum cumulative 2.0 GPA and complete a minimum of 6 units during my last full-time term* to continue to be eligible for any sport.
5. I understand that I may not and have not participated or competed at another college during this season of sport and have not attended an intercollegiate athletic class. I also understand that as a member of a team sport, I may not compete/practice with any outside team in that sport during the season of that sport (See sports listed in Bylaw 3.7).
6. I have never been paid for athletic competition, have never signed a professional contract and I am an amateur in this sport.
7. I understand that I may not receive financial assistance (housing, transportation etc.) or other special privileges for my participation in athletics.
8. I understand that to be eligible to transfer and compete at an NCAA college I may need to register with the NCAA Eligibility Center and meet specific transfer requirements.
9. **STATE DECORUM POLICY**—I understand the following offenses will result in the stated discipline plus any other sanctions deemed appropriate:
 - A. Ejection from a contest for language or unsportsmanlike conduct will result in suspension from the next scheduled contest.
 - B. Second ejection from a contest in the same season will result in a suspension from all remaining contests.
 - C. Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be suspended from participation in any CCCAA event for a period of sixty (60) months.
 - D. Physically assaulting or attempting to assault anyone (other than an official) during an event will result in ejection from that contest and suspension from the next two contests.
 - E. Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved will result in ejection from that contest and suspension from the next scheduled contest.
 - F. The use or possession of any drugs, alcohol or tobacco will result in ejection from that contest and suspension from the next two contests.
10. I authorize college authorities to release information about my athletic and academic records for the sole purpose of determining athletic eligibility, as well as my height, weight, and year in college.
11. My initials authorize the use and publication of my likeness by the CCCAA and its member institutions: _____
12. I understand that there are special rules for student athletes. I understand and will abide by the above statements and all rules of athletic eligibility. My signature below certifies that the information I have given on each side of this form is true. Information falsely given or concealed by me will cause my college's forfeitures of all games, meets, and/or matches in which I competed, and that I may be designated ineligible for further competition. If I do not agree with any item above, my explanation is attached to this form.

Student Athlete's Signature

Date

(7.1.15)

Media Information & Release

(IVC ATHLETE QUESTIONNAIRE)

Please Be Specific! This is the Information that will be on your bio on the website
By completing this form you agree to permit the College to use this information and your photos.

Signature _____ Date _____

Name: _____

Sport: _____ Position(s): _____

Name of High school and Graduation year: _____

Previous College and Years there: _____

Parents' (or guardians') names: _____

School you will or colleges you would like to attend after IVC: _____

What will you major in or plan to study: _____

High school athletic honors/statistics (please list all-league, team honors, team titles and any important statistics)

The more information you provide the better – please use the back of this form if needed.

Freshman year: _____

Sophomore year: _____

Junior year: _____

Senior year: _____

Previous college honors: _____

Personal

Person most admired (include name, relationship to you and why): _____

Favorite athlete: _____ Favorite school subject: _____

Biggest athletic achievement: _____

Best game you've had in athletics (when, where, what happened, score): _____

Goals for this season: _____

CCCCAA Form 2 - Tracer



Sport: Sport
Student-Athlete Transfer Form
CCCCAA Form 2



To: **Former College**
Previous College: _____
Phone: _____
Fax: _____
Contact: _____

From:
Name: Corine Reymond / Becky Sanchez
Title: Eligibility Administration
Institution: Irvine Valley College
Address: 5500 Irvine Center Dr.
C/S/Z: Irvine, CA 92618-0300
E-mail: creymond@ivc.edu / ksanchez@ivc.edu
Phone: 949/451.5398
Fax: 949/451.5560

The California Community College Athletic Association, athletic conferences, and member institutions review the eligibility records of all students who transfer to member institutions from other colleges and universities. We are asking for your cooperation in securing the **following information** and a **copy of an unofficial transcript** for the student indicating previous enrollment at your institution.

Name of Student-Athlete: (First name, middle initial, last name)
First Middle Last

Date of Birth:
Month/Day/Year

By signing, I request that my athletic and academic records be provided to Irvine Valley College for purposes of certifying my eligibility to practice and compete in intercollegiate athletics.

Signature

Month/Day/Year

Signature _____ Date _____

Was the student enrolled and attending class? Yes ☐ No ☐ If Yes, dates: from _____ to _____

Do you have knowledge of this student attending other institutions? Yes ☐ No ☐
If Yes, please list previous institutions: _____

Did the student participate in intercollegiate athletics **practice** at your institution? Yes ☐ No ☐

Did the student participate in intercollegiate athletics **competition** at your institution? Yes ☐ No ☐

If the student-athlete **competed**, please complete the following information for each year of competition:

Sport	School Year	Compete in traditional segment?		1 st /2nd year of competition?	
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1st <input type="checkbox"/>	2nd <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1st <input type="checkbox"/>	2nd <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1st <input type="checkbox"/>	2nd <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	1st <input type="checkbox"/>	2nd <input type="checkbox"/>

Name of Person Completing this form: _____

Title/Position: _____

Phone: _____ Fax: _____ E-mail: _____

CCCCAA Form C - Recruiting



OUT-OF-STATE STUDENT CONTACT RECORD

FORM C

This form shall be completed by all student athletes who are from outside the State of California.

DIRECTIONS:

- A. Have each out-of-state student complete this form at the time of, or as soon as possible, following first contact. **Exception: Colleges with out-of-state recruiting waivers are exempt from this policy.**
- B. When the student enrolls at your college, attach this FORM C to the college's copy of the eligibility FORM 1 for first-contact verification.

TO BE COMPLETED BY THE STUDENT ATHLETE:

(Please type or print)

First Middle Last	(xxx) xxx-xxxx	DOB	Date
Name	Phone Number	Date of Birth	Today's Date
Physical Address; no PO Boxes			
Your Current Address: Street, City, State, Zip Code			
Name of high school		Spring, 20xx	
High School of Last Attendance		Date of Last Attendance	
City and State			
High School Address: Street, City, State, Zip Code			
Gender & Sport	Community college nearest to your high school		
List your sport (s)	List the community college(s) you would normally attend		

I hereby certify that I made the first contact with:

Irvine Valley College
and that I have chosen this college without prior contact by members of the staff or persons representing the college. I understand that any misinformation will result in loss of eligibility and forfeiture of contests.

Signature	Date
<u>Signature</u>	<u>Date</u>

ATHLETIC DIRECTOR: PLEASE KEEP ON FILE AT YOUR CAMPUS. (7/14)



LASERS

**Thank you for attending
The 2016-2017
Athletics Eligibility Meeting**

**Our College Community is
very supportive of our
student-athletes and teams;
please invite friends, family
and your professors to come
see you play.**

Best of luck this season!

**WELCOME TO X
COMMUNITY
COLLEGE
ATHLETICS**

**ELIGIBILITY
MEETING**

ATHLETICS SUPPORT STAFF

Dean/Athletic
Director

Athletic
Academic
Counselor

Athletic
Trainer

Athletic
Trainer

Sports
Information
Director

Athletic
Administrative
Asstistant.

Equipment
Specialist

Eligibility
Clerk

WELCOME


Tasks to be completed
immediately:

- >Read the Student-Athlete Handbook
- >Complete all Sports Medicine requirements
- >Make an appointment with Counselor for SEP
- >Parking sticker



STUDENT-ATHLETES ARE
OFTEN OUR BEST

EXPECTATIONS OF OUR STUDENT-ATHLETES

- 
- Coaches have broad latitude in how they conduct their programs; however, they are held accountable for your performance in the following areas:
 - >**Competition.** Coaches and Student-Athletes are responsible for all aspects of competing in conference play.
 - >**Academia:** Coaches will ensure that Student-Athletes attend class, complete assignments and make appropriate academic progress.
 - >**Integrity:** Coaches will ensure that Student-Athletes represent the College with the highest degree of decorum and compliance at all times. Coaches will operate with a high degree of integrity and abide by the coaches' code of conduct at all times.

STUDENT-ATHLETE HANDBOOK

Available via the X
Community College
Athletics website:

www.XCC.com.

All areas of responsibility
are contained in the
handbook, as are all
eligibility documents and
these Orientation slides.

Student-Athletes have
one week from the date of
their squad meeting to
read the Handbook and
raise issues with the Dean /
Athletic Director.



STUDENT-ATHLETE HANDBOOK
WWW.XCCC.COM

Four major points of discussion:

STUDENT-ATHLETE HANDBOOK

-Academic Progress and Advising

-Decorum, Conduct, Hazing & Harassment

-Sports Medicine

-Privacy

-Department Directory

-Mission & Vision

-Academic Calendar

-Student Services

-NCAA Bylaws

-Athletic Equipment

-Media & Social Media

-Miscellaneous Items

-Documents

XCC Academic Advising



NCAA Eligibility Center

2016-17 GUIDE FOR THE
**COLLEGE-BOUND
STUDENT-ATHLETE**



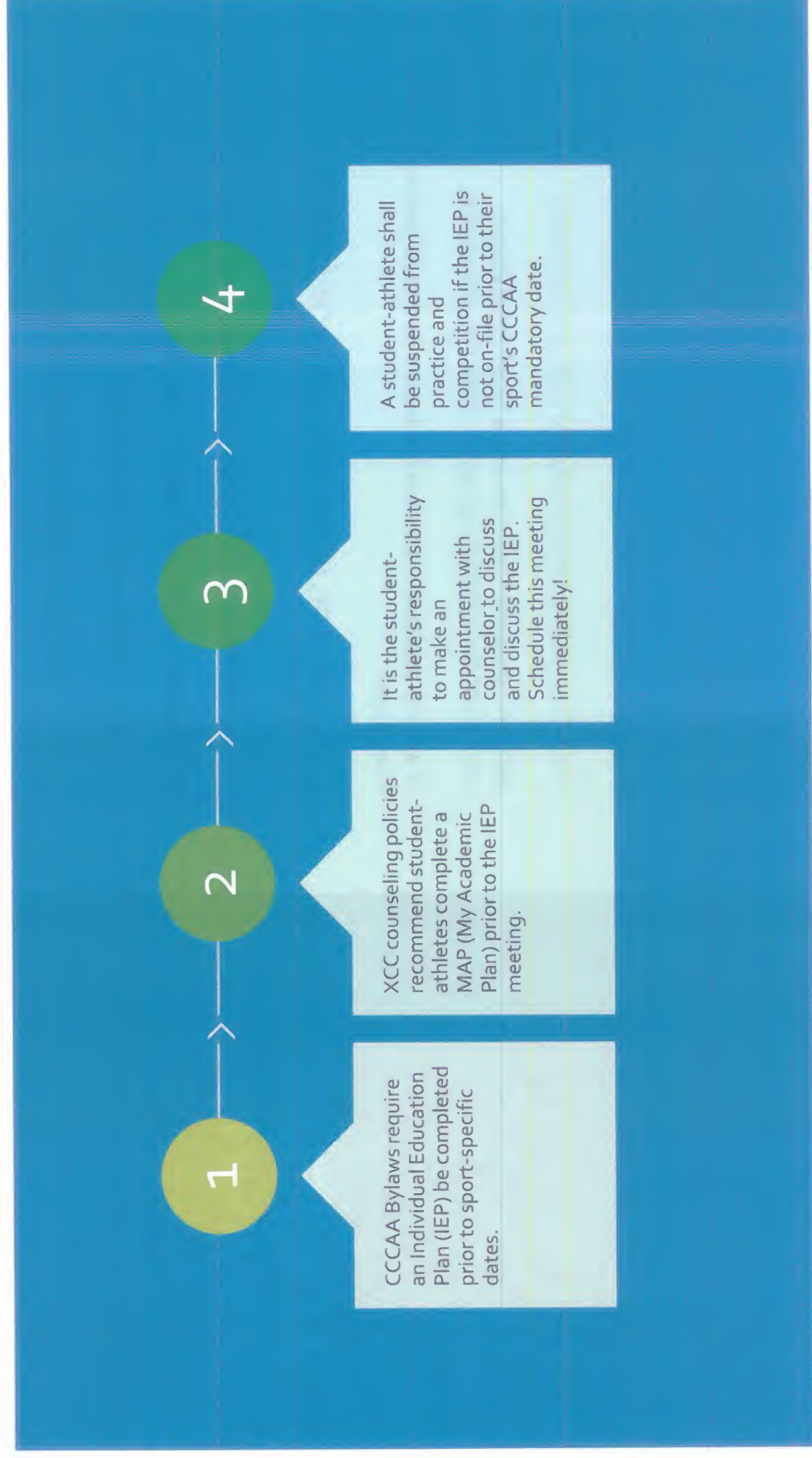
NCAA Eligibility Center

2016-17 GUIDE FOR
TWO-YEAR TRANSFERS
FOR STUDENT-ATHLETES AT TWO-YEAR COLLEGES

<https://www.ncaa.org/publications/guides/downloads/CE5417.pdf>

<https://www.ncaa.org/publications/guides/downloads/CE5417.pdf>

XCC ACADEMIC ADVISING



ACADEMIC ADVISING

Future Planning

Visit Counseling receptionist or call xxx-xxx-xxxx

Inform assistant that you are a Student-Athlete, and want to schedule an appt. with the counselor.

If admin assistant is unavailable, leave the following message:

Full name, student ID#, sport, 1st/2nd year of sport,

cell phone, off-campus email address

In preparation for your appointment:

Talk to your Head Coach

Bring AP scores, college transcripts

Bring NCAA Eligibility Center printout

If you miss an appointment, you will be suspended for at least one contest.

Enrolled	Continuing	6 Unit Rule	GPA
<p>All Student-Athletes must be enrolled in 12+ units during their season, 9+ of which must be towards a degree, certificate, remediation, etc.</p>	<p>Continuing Student-Athletes must pass 24+ units between seasons, 18+ of which must be towards a degree, certificate, remediation, etc.</p>	<p>Continuing Student-Athletes must pass 6+ units in the semester prior to their season of sport. BASKETBALL and DUAL-SPORT VOLLEYBALL PLAYERS MUST DO SO IN BOTH SEMESTERS IN BOTH YEARS!</p>	<p>Continuing Student-Athletes must have a 2.0+ GPA in ALL courses taken, at EVERY college, between seasons for their next year of eligibility.</p>

3C2A ACADEMIC ELIGIBILITY

3C2A ACADEMIC ELIGIBILITY

1

Plan on meeting the requirements of an AA degree.

2

Plan on using the CSU transfer path and certification in order to maximize your transfer and competitive opportunities at the 4-year level after CC.

3

KNOW THIS! Unless you are a KNES major, only two units KNES/IA units may be transferred!

4

This discussion must be scheduled with both your Head Coach and your Counselor.

DECORUM AND CONDUCT

Student-Athletes must adhere to CCCAA Bylaws and XCC Code of Conduct policies at all times.

This includes:

- >Conduct
 - +Before -Competition
 - +During -Practice
 - +After -Travel
- >Decorum
- >Behavior
- >Language

The forms you will sign and initial today list the particulars of Bylaw 4.

DECORUM AND CONDUCT

Student-Athletes' behavior receives the highest level of scrutiny. The very public nature of the program and the sheer volume of media attention that XCC Athletics receives means ALL conduct is subject to public review.

This is especially true of your conduct as it applies to those you meet on a campus of extraordinary diversity:

DECORUM AND CONDUCT

- Gender
 - Race
- Sexual Orientation
 - Socio-Economic
- Religion
 - Hazing
- Ethnicity
 - Social Media
- Athletes and Non-Athletes
- On-campus or off-campus
- Students, Faculty, Staff, Community

DECORUM AND CONDUCT

- Those found guilty of ILLEGAL CONDUCT will be prosecuted to the fullest extent of the law.
- The law includes Federal, State and local jurisdictions.
- Those convicted may be required to register as SEX OFFENDERS FOR LIFE.



www.youtube.com/watch?v=qsGOk2ZaDI4

DECORUM AND CONDUCT

The College
requires proper
conduct:

- XCC Code of Conduct
- www.xcc.edu/resources/policies/Pages/conduct.aspx

XCC Athletics
requires proper
conduct:

- Student-Athlete Handbook pgs. 7-9
- www.xcc.com

DECORUM AND CONDUCT

- For confidential help on any of these issues, use the resources available free-of-charge at XCC:

www.xcc.edu/resources/policies/pages/harassment.aspx

SPORTS MEDICINE & INSURANCE

All aspects of your treatment as a student-athlete, including any insurance issues, are ultimately the responsibility of the Student-Athlete.

If you do not understand something about your physical care, ask questions.

If you are unsure of insurance requirements or billing, ask questions.

The College will not be responsible for issues that arise due to carelessness or neglect.

There are extraordinary consequences for the use of controlled substances when affiliated with Athletics. This includes any aspect of the program, including before, during and after competition, practice and travel.



Complete disclosure of all substances is legally required as part of your Pre-Participation Physical Exam. This includes ALL prescription meds, including medical marijuana.

SPORTS MEDICINE & INSURANCE

SPORTS MEDICINE & INSURANCE

- The Student-Athlete Handbook includes policies, procedures and forms. Please review this section carefully.
- Please note: there are programs at XCC to assist those struggling with substance abuse. If it has not yet impacted your athletic participation, it will at the 4-year level.
- For confidential help:

www.xcc.edu/student/wellness/Pages/default.aspx

XCC Athletics personnel will only provide information to others as required by law.

Parents may be entitled to information about your athletic, academic, physical, or emotional condition. This is provided on a case-by-case basis, and subject to federal laws on the release of personal information. If you have questions or concerns, communicate them to your coaches, AD or Dean

IMMEDIATELY

PRIVACY ISSUES



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 1

A Statement of In-Service Training shall submitted electronically (email attachment) to the CCCAA Director of Membership Services, a copy sent to the conference commissioner, and the original retained in the president's office on campus by August 27, documenting that the athletic staff, employees, and representatives have received in-service training on the current CCCAA Constitution and Bylaws. Updated Statements of In-Service Training shall be filed as above, upon completion of each additional in-service training meeting, throughout the year. (Adopted 2/12/15 effective 7/1/15)

College _____ Date of In-Service Training _____

Athletic Director Name (print/type) _____ Signature _____ Date _____

After providing in-service training, please list all representatives who might have contact with student athletes, and have them sign and date below, provided they have passed the CCCAA Online Compliance Rules Exam (Compliance Exam).

By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current CCCAA Constitution and Bylaws, have passed the Compliance Exam, and that I have received a copy of the CCCAA Decorum Policy as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the CCCAA Constitution and Bylaws, and understand that violations of the CCCAA Constitution and Bylaws may subject myself, students, program, and the college to penalties: (Adopted 2/12/15 effective 7/1/15)

Print/Type Name	Sport/Area	Title	Passed Exam	In-Service	Signature	Date
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
			<input type="checkbox"/>	<input type="checkbox"/>		
Additional signature blocks on Side 2						

(7/1/17)



STATEMENT OF IN-SERVICE TRAINING

FORM R-2
SIDE 2

Continuation of signatures:

College _____

By placing my signature below, I verify that I have received in-service training on the contents, interpretations, and implications of the current *CCCCA Constitution and Bylaws*, have passed the Compliance Exam, and that I have received a copy of the *CCCCA Decorum Policy* as well as the recruiting policies. I affirm that as an institutional representative, I shall adhere to the rules and regulations of the *CCCCA Constitution and Bylaws*, and understand that violations of the *CCCCA Constitution and Bylaws* may subject myself, students, program, and the college to penalties: (Adopted 2/12/15 effective 7/1/15)

[illegible]

X COMMUNITY COLLEGE RECRUITING PLAN

Purpose

This handbook is provided to the X Community College athletic coaching staff to furnish specific information as the organization, philosophy, policies, and procedures for athletic recruiting. It is intended to be supplement to California Community College Athletic Association (CCCCAA) constitution.

California Community College Athletic Association (CCCCAA)

The California Community College Athletic Association (CCCCAA) BYLAW 2 Recruitment of Student Athletes (Appendix

- A) Provides specific requirements regarding the recruitment of student athletes. Athletic recruiting is defined as any solicitation of an individual, a member of his/her family, legal guardian, or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation. All athletic coaches and support staff are required to comply with CCCCCA BYLAW 2.

B) The X Community College Athletic Department requires:

- 1. All coaches and support staff prior to participating in any recruiting activities must participate in CCCAA in-service training on the content, interpretation, and implications of the current CCCAA Constitution and Bylaws**
- 2. Have passed the Compliance Exam**
- 3. Receive a copy of the CCCAA Decorum Policy as well as the recruiting policies.**
- 4. Coaches and support staff will affirm, by signing CCCAA Form 2 that they will adhere to the rules and regulations of the CCCAA Constitution and Bylaws, and understand that violations of the Constitution and Bylaws may subject the coach, students, program, and the college to penalties.**

All out of district recruiting activities must be coordinated with the Athletic Director or Assistant Athletic Director. Recruiting material must be submitted to the Athletic Director or Assistant Athletic Director for review and approval. All coaches are required to submit a monthly recruitment activity log to the Athletic Director (Appendix B).

Recruitment Logs must include:

- **Name of recruit**
- **School location**
- **In District/Out of District**
- **Contact method**
 - **SMC Campus visit**
 - **Home visit**
 - **Attending games**
 - **High School game**
 - **AAU Event**
 - **All Star event**
 - **Text/E-mail/Phone**
- **Student First Contact- Requires Form C for out of state recruit**

Recruiting Activities

Recruiting activities may involve the following:

- ✓ Home Visits (in district only)
 - ✓ On campus Visits
 - ✓ Phone Calls to recruits
 - ✓ Text Messages
 - ✓ Social Media (Facebook, Instagram etc.)
 - ✓ On campus recruiting
 - ✓ Watching High School games, matches, events
 - ✓ Out of district must be coordinated with the Athletic Director or Assistant Athletic Director
-
- ✓ Meet with recruits parents on campus
 - ✓ Meet with recruits parents off campus (in district only)
 - ✓ Sending out recruiting packets to recruits
 - ✓ Mass mailing to high schools in our district

- ✓ **Mass e mailing to your recruits**
 - ✓ **Campus recruit day or recruit night for your sport**
 - ✓ **Time spent in office speaking with on campus recruits who may stop by your office to inquire about participation**
-
- ✓ **Phone time spent with local high school or club coaches inquiring about their players**
 - ✓ **Office or time at home spent working on your recruit database**
 - ✓ **Sending out recruiting packets to recruits**
 - ✓ **Mass mailing to high schools in our district**
 - ✓ **Mass e mailing to your recruits**
 - ✓ **Campus recruit day or recruit night for your sport**
 - ✓ **Time spent in office speaking with on campus recruits who may stop by your office to inquire about participation**
 - ✓ **Phone time spent with local high school or club coaches inquiring about their players**
 - ✓ **Office or time at home spent working on your recruit database**

Appendix A

BYLAW 2 Recruitment of Student-

Athletes

2.1 ATHLETIC RECRUITING

Athletic recruiting is defined as any solicitation of an individual, a member of his/her family, legal guardian, or coach by a college staff member or by a representative of the college's interests to encourage enrollment in that institution for the purpose of athletic participation.

The following are allowable activities for recruiting students from within a college's recruiting area:

- A. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach whether in person, by telephone, or by correspondence.
- B. Providing transportation to the campus. (This does not apply to a student being recruited under an out-of-state waiver.)
- C. Visiting a prospect, family member, or legal guardian.
- D. Providing information regarding employment opportunities, matriculation, housing, financial aid,

etc.

E. Any form of correspondence sent to a prospect, family member, or legal guardian; such as e-mail, letters, memos, news releases, or newspaper articles.

F. Arranging or providing for a meal or meals during a campus visit.

The following are allowable recruiting activities for prospective student-athletes from inside the State of California, but who are outside the college's recruiting area (*Adopted*

G. Initiating or arranging first contact with a prospect, family member, legal guardian, or coach by telephone or correspondence.

H. Providing information regarding the athletic program, academic counseling, financial aid applications, employment opportunities, matriculation, housing, or other questions raised by a prospective student-athlete.

I. Person-to-person contact between college representatives and prospects, family members or legal guardians of the prospective student-athlete may only take place on the host college's campus.

The only recruitment of out-of-state students is that which is allowed in Bylaw 2.5.

2.1.1 If not specifically permitted in Bylaw 2.1, the activity is disallowed.

2.2 REPRESENTATIVES AND AGENTS

2.2.1 All things prohibited by this *Constitution and Bylaws* to colleges, faculty, staff, and representatives are also prohibited to anyone acting as a representative or agent of the college; i.e., non-employees, volunteers, alumni, boosters, relatives, friends, students, and any others speaking for or on behalf of the college and its programs.

2.2.2 An agent is anyone (college staff member, parent/relative/friend of an athlete or college, alumnus (i), booster, high school coach/teacher, etc.) whose actions are designed to benefit a certain athletic program. The most common activities of an agent are:

- A. Making initial contact with out-of-state athletes for the purpose of recruiting them to a specific California community college athletic program.
- B. Making contact with out-of-state coaches and asking them to contact athletes. (*Adopted*)
- C. High school coaches who personally refer and encourage their athletes to attend a specific out-of-recruiting-area/out-of-state community college and/or contact the out-of-

recruiting-area community college on a student's behalf.

2.2.3 Agents may be encouraged by an athletic department's program or they may exist without the knowledge of the program. In the latter case, as soon as the college becomes aware of an agent, it must take steps to stop the activity.

2.2.4 Only an out-of-state student athlete can make first contact with a community college.

This must be documented (FORM C) at the time of first contact by the community college staff member contacted.

2.2.5 A college is responsible for the actions of any person acting as an agent of the college.

2.3 FIRST CONTACT

First contact is defined as an unsolicited inquiry by a prospective student-athlete or a college employee and/or representative. A college's employee and/or representative may make an unsolicited inquiry of any prospect that resides and or attends a high school in the State of California. However, any student who is currently an enrolled and actively attending student at another California community college, regardless of residence, shall not be athletically recruited.

2.3.1 Recruiting District

A. A district's recruiting area is defined as the district itself and its contiguous community college districts. Permissible recruiting activities for prospective student athletes are defined by whether the prospect's residence and/or high school attended is within or outside the district's recruiting area (see Bylaw 2.1).

B. Contiguous districts are those that share a common district boundary with another community college district.

C. If a district's recruiting area, as defined above, is perceived by the district to be inequitable, the district's chief executive officer may make a *Request for a Redefinition of Recruiting Area*.

The request is made in a letter addressed to the CCCAA Executive. The CCCAA Executive shall make a recommendation to the

CCCAA Board that shall have the final decision. A district may request a definition of recruiting area based upon a combination of the following:

1. Fifty (50) percent or more of the district's latest fall enrollment (head count) resided and/or attended a high school outside the originally defined recruiting area, and

2. The number of high schools which offer athletic programs in the district's originally defined recruiting area is 75 percent or less than the average number of high schools offering athletic programs in the recruiting areas of the other districts in its conference.

D. Upon verification of the data, the CCCAA Executive will make a recommendation to the CCCAA Board that may redefine the recruiting area.

E. The CCCAA Board will insure that any redefinition of recruiting area results in reciprocity for all the districts involved.

F. For the purposes of this section, the following are not considered to be enrolled in and attending at another community college:

- 1. A student enrolled in and attending summer school and/or intersession at another college.**
- 2. A student enrolled in and attending an online course or course offered by another college.**
- 3. A high school student concurrently enrolled in and attending another college.**

2.4 CONTACT FROM OUTSIDE THE STATE OF CALIFORNIA

2.4.1 If a student from outside the State of California makes an unsolicited inquiry (first contact) with a college regarding athletic participation, a FORM C, Out-of-State Student

Contact Record, is to be filled out on the first person-to-person visit to the host college’s campus. This FORM C will be kept on file in the athletic director’s office.

2.4.2 The only permissible response to an inquiry from a student living and/or attending a high school outside the State of California is to provide information. Any aspect of the college’s programs, including athletics, as well as any other pertinent information, such as housing, employment opportunities, financial aid, registration procedures, etc., may be provided to the prospect. Continuing communications, by phone or correspondence, may exist between the college staff and the prospect, but person-to-person dialog may only take place on the college campus.

2.4.3 At no time may athletic recruiting activities take place outside the State of California. If an “incidental contact” initiated by the student athlete occurs, the coach or representative shall:

- A. Be courteous.
- B. Provide only his/her name and the college address and office telephone number of the head coach.
- C. Request the athlete to make contact during business hours.

D. Inform the colleges of the district of residence of the contact using FORM C.

2.4.4 None of the recruiting activities allowed for prospects in a district’s recruiting area are permitted for students living and/or attending a high school outside a district’s recruiting area with the exception of the normal process of providing information by way of the telephone or by correspondence.

2.5 OUT-OF-STATE RECRUITING

2.5.1 Out-of-state recruiting is prohibited except upon written approval by the CCCAA Board.

2.5.2 Upon written request from the college's chief executive officer to the CCCAA

Executive, a college may be granted a waiver to the restriction against out-of-state recruiting, if

the CCCAA Executive verifies that the college's fall enrollment (headcount) in the most recently completed academic year was 5,000 or less, AND

A. The number of high schools which offer athletic programs in the district's recruiting area is less than the statewide average of high schools per recruiting area, OR
B. The district shares a geographic boundary with another state.

2.5.3 Upon verification of the data, the CCCAA Executive will make a recommendation to the CCCAA Board, which may grant a waiver of the out-of-state recruiting prohibition.

2.5.4 Once a waiver has been approved by the CCCAA Board, it will be valid for five (5) academic years beginning July 1 following the Board's approval.

2.5.5 A college may request subsequent waivers.

2.6 HIGH SCHOOL DATA

The CCCAA Executive shall periodically update and maintain a list of the number of high schools offering athletic programs in each community college district's recruiting area

2.7 OUT-OF-RECRUITING AREA EVALUATION OF ATHLETES

2.7.1 Members of the institution's coaching staff, for the purposes of evaluation only, may attend the out-of-recruiting area contests of out-of-recruiting area prospects that have made first contact. However:

2.7.2 During the out-of-recruiting area evaluation of a prospect, the coach or representative may not:

- A. Mingle with out-of-recruiting area participants at any time before, during, or after the contest.
- B. Mingle with out-of-recruiting area coaches at any time before, during, or after the contest.
- C. Meet with the out-of-recruiting area athlete's parents, family, or legal guardian at any location outside the college's campus.
- D. Commit any other act that may be construed as a recruiting activity.

2.8 DISSEMINATION OF RECRUITMENT BYLAW

2.8.1 The college president, working through the appropriate athletic administrator or director, is responsible for ensuring that the college is in compliance with this Bylaw on athletic recruitment.

2.8.2 All college athletic personnel, volunteers, representatives, and those agents who are approved by the athletic program to be involved in the athletic program shall complete the full exam for their position, with a minimum score of 80 percent, the CCCAA Online Compliance Rules Exam and attend a certification and information meeting regarding the *Constitution and Bylaws* at least once a year prior to August 27. Those completing the full exam for their position with a minimum score of 90 percent shall be eligible to take a reduced 20 question exam the following year. All personnel must sign the college's FORM R-2, Statement of In-Service Training, indicating attendance and commitment of adherence to the *Constitution and Bylaws*. The FORM R-2 shall be electronically submitted (email attachment) to the CCCAA Director of Membership Services, with a copy sent to the conference commissioner, and the original retained in the president's office on campus. These meetings shall be held throughout the year as individuals are hired to assume the responsibilities of the aforementioned positions.

Statements of In-Service Training forms necessary throughout the year shall be distributed as previously mentioned. (See Article 1.5.6)

2.8.3 Only those personnel certified by the college president, as outlined above, shall have approval to recruit. Recruiting by any parties not certified is illegal.

Each college president shall certify that the college has complied with Bylaw 2.8.2 by signing a FORM R-1, Statement of Compliance, and electronically submitting (email attachment) that form to the CCCAA Director of Membership Services by August 27 of each year. Additionally, the colleges shall send copies of the FORMs R-1 and R-2 to the conference commissioner and retain the original in the president's office on campus. Failure to file these forms by August 27 will result in the forfeiture of all completed contests.

2.9 ALL-STAR CONTESTS AND COMPETITION

2.9.1 No college employee or representative shall participate directly in the organization, management, coaching, supervision, promotion, or player selection for any all-star team or contest involving players who have started classes in the ninth grade or above at school located outside the college's recruiting area.

2.9.2 California community college facilities may be used for high school all-star contests providing the sponsoring agency follows the normal facility use procedures of the college. Colleges are expected to be involved in the normal administration and management of their facilities and to do so in a manner that does not lead to a recruiting advantage for their programs.

2.9.3 If a person has made a verbal or written contractual commitment to be involved in any of the activities listed in Bylaw 2.9.1 or

2.9.4.1 for a high school all-star game and subsequently makes a verbal or written contractual commitment to be an employee or representative of the college prior to the game or contest being held, that person shall immediately disassociate himself/herself from that game or contest.

2.9.4 FOOTBALL ONLY: (Adopted & effective 10/19/07)

2.9.4.1 No employee of a college and/or any other individual acting on behalf of a college shall be involved in the sponsorship, game management, coaching, supervision, promotion, or player selection of any high school football all-star team or contests which include players who have started classes in the ninth grade or above.

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION CONSTITUTION AND BYLAWS

2.9.4.2 High school all-star football teams may not hold practices on any

community college field.

Exceptions:

Shasta and Yuba Colleges: College coaches or staff may not participate, watch practices, or communicate with all-star athletes. The athletic director of these colleges will hold their staff responsible and accountable to see that this rule is followed.

2.9.4.3 Football Only: California community college football coaches may not attend any all-star practices.

2.9.4.4 Coaches/staff members may attend football all-star games but cannot be on the sidelines, or talk with any students participating in the game.

2.9.4.5 Coaches may only attend out-of-state football all-star games if any of the participants in the games are legal student athletes from their district playing in the game.

Exceptions: Sierra College may attend the Reno All-Star Game where students from the Sierra

Joint Community College District is competing.

2.10 SPEAKING OR ATTENDANCE REQUESTS

Acceptance of speaking or attendance requests for banquets, clinics, camps, service club meetings, etc. from groups located outside the California community college's recruiting is permitted as long as the individual does not represent his or her college or its athletic program(s), but may wear college-identifying apparel

2.11 SUBSIDIZING, INDUCEMENTS, AND SPECIAL PRIVILEGES

2.11.1 Receipt by a prospect/student athlete of a subsidy, inducement, or special privilege not authorized by the *Constitution and Bylaws* would be a violation of Bylaw 2. Minimum penalties shall be assessed as described in Article 7.4.12.

2.11.2 Subsidizing is defined as providing any manner of service or financial assistance to prospects or student athletes that is not available to all other students. Subsidization in any manner by the college or individual(s) or groups acting in the interest of the college is not permitted. Examples of service or financial assistance, which would be prohibited include, but are not limited to the following:

A. The promise of or the providing of actual payment in dollars or products for athletic participation to a prospect/student athlete.

B. The paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect's/student athlete's tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.

C. The obtaining, securing, or soliciting of housing for a prospect/student athlete that is not available to all students at the community college.

D. The promise of or the payment to a prospect/student athlete for a job that does not exist and/or at a higher rate than the actual value of the job.

E. The providing to a prospect/student athlete for free or reduced costs the use of credit cards, debit cards, phone cards, etc.

F. The promise of or the providing to a prospect/student athlete any award, loan, grant, or scholarship not available to all eligible students at the community college. (See

Bylaw 2.11.3.)

G. The payment to or providing any form of assistance to a prospect/student athlete for serving as a coach of a team while competing on that same team during a season of sport.

2.11.3 Inducements are defined as athletic recruiting acts that are designed to entice a prospect.

Inducements may only be provided to prospects who reside within the individual college's "recruiting area." Examples of inducements which may be provided include the following:

providing transportation to and/or from the campus for a college visit (this does not apply to a student being recruited under an out-of-state waiver); providing meals during a campus visit; making a home visit to a prospect, family member, or legal guardian; providing information regarding employment opportunities, matriculation, housing, financial aid, etc.; providing a class schedule; sending correspondence to the prospect, family member, or legal guardian, such as letters, memos, news releases, or newspaper articles; providing tickets to an on-campus activity during the campus visitor a game, drama production, guest speaker, etc. The promise of providing cash or other forms of assistance as an inducement is illegal. The providing of any of the inducements listed above to prospects who reside outside the individual college's "recruiting area" would be a violation of Bylaw 2.

2.11.4 In general the giving of special privileges or special consideration to student athletes is

forbidden by the *Constitution and Bylaws*. Student athletes may only receive services that are available to all eligible students.

There are however certain categories of activities which are permissible.

A. Banquets and Awards

1. **End-of-the-season team banquets** are permissible.
2. **Individual awards and team awards** may be presented to student athletes.
3. **The above listed events** must adhere to college, department, and gender equity policies.

B. Meals and Lodging

1. **The provision of meals and lodging in conjunction with travel to away contests** is permissible.
2. **It is prohibited to provide lodging to student athletes prior to home athletic events.**
3. **Meals provided prior to home contests** are permissible. Post-game meals are only permissible if they are infrequent “special occasions.” It would be violation if a team was provided a post-game meal by an individual(s) or agency after every home game. This would be a form of subsidization.
4. **The meals and lodging provided must always adhere to college, department, and gender equity policies.**

C. Complimentary Admissions and Ticket Benefits

1. **It is permissible to provide complimentary admission for home athletic contests to student athletes and their families.**
2. **Gate or guest lists must be used. The handing out of actual “hard” tickets for admission is prohibited.**
3. **The admission policies must adhere to college, department, and gender equity policies.**

D. Scholarships/Grants

1. Student athletes are eligible to receive:

- a. **Federal or state aid.**
- b. **An academic grant which is based solely on academic achievement.**
- c. **A grant which is open to any other student on campus and which does not have athletic participation or athletic ability as one of the criteria.**
- d. **Other scholarships from on/off campus groups whose criteria are not based on athletic ability or participation.**

These grants and scholarships are to be part of the financial aid or scholarship program administered by the appropriate office on campus.

2. Student athletes who have completed their athletic eligibility at the community college may receive an award/grant to help finance their continued education.

These awards/grants are to be granted at the completion of the term of final participation. The promise of such may not be used as an inducement to attend particular California community college. These awards/grants may have athletic ability and athletic participation as a criterion provided the conditions stated above have been met.

E. Academic and Support Services

Academic counseling and tutoring services may be provided to the student athlete as long as similar services are available to other students on campus.

F. Athletic Insurance

Accident insurance may be provided to student athletes to assist in covering costs resulting from injuries incurred during practice, competition, and travel.

G. Non-Athletic Activities

1. There are a wide variety of activities which take place at most California community colleges during the sport season which are outside of normal practice and competition. It is believed by community college administrators that these activities have educational value and are “team building” in nature and therefore should not be considered to be a “special privilege.”

2. Examples of these activities include but are not limited to the following: A barbecue for both teams after a football game, a camping trip, a day at the beach, a coach buying pizza after practice, a mother cooking dinner for the basketball team before a home game, a visit to an amusement park while on a road trip, attending a professional sporting event, a visit to an aquarium, a visit to a senior center, a team “retreat” held at an off-campus site, etc.

3. For these types of activities not to be considered “special privileges” they should be infrequent special events, and promise of them cannot be used as an “inducement” in the recruiting process. The non-athletic activities must adhere to college, department, and gender equity policies.

4. The granting of “special privileges” that are available only to athletes and not to other students in areas not listed in Bylaw 2.11.4 is a violation of Bylaw 2.

2.12 USE OF INTERNET WEB PAGES

Internet web pages with information on college athletic programs shall be located within the college's website. Athletic web pages shall include a statement identifying them as the college's official site, with a disclaimer regarding the existence and accuracy of information about their athletic program which may appear on any web page not located within their official college web site.

A. All internet accessible forms of communication must be approved by the member college president or designee, and the links must be present on the athletic department website.

(Adopted

2.13 PENALTIES FOR VIOLATION OF BYLAW 2

2.13.1 See Article 7.4.12. (Appendix C)

Appendix B Monthly Recruiting Log

[illegible]

Level I – Lack of Institutional Control

- · Any breaches of conduct and integrity that undermine the
- · Constitution and Bylaws Multiple level II/III violations
- · Not cooperating with an
- · investigation Subsidization
- · of student athletes

Multiple impermissible benefits

Any violation of the Constitution that was intentional i.e., falsifying or withholding

- · information on any official document Not performing R-1/R-2 training
- ·

Academic fraud

At a minimum, the college shall be placed on probation for a minimum of two years, and the loss of postseason for the offending program(s). Additionally, the following may occur: reduction of regular season contests, loss of in state recruiting (Bylaw 2.1.G, H and I), suspension of one or more programs, plus any other sanctions deemed appropriate.

Level II – Violations of Commission

- • Recruiting violations
- • Not reporting own/other
- • violations Multiple level

III violations

At a minimum, the college shall be placed on probation for at least one year, and the loss of in state recruiting (Bylaw 2.1.G, H and I), plus any other sanctions deemed appropriate.

Level III – Violations of Omission

- • Incidental first contact/out of recruiting area
- • Schedule contest issues/non-traditional or regular season
- • Violations that do not result in a
- • competitive advantage Lack of oversight
- • for home contests

Disregard for CCCAA requirements for home contests, i.e. athletic trainers

At a minimum, the college shall be placed on probation for at least one year, the offending program(s) may have regular season contests reduced, plus any other sanctions deemed appropriate.

Level IV – Administrative Violations

- • Faulty/inadequate eligibility systems
- • Ineffective communication of important materials
- • with staff and students not meeting deadlines
- •

Responsibility for actions of coaches, students and support staff

At a minimum, a letter of notification sent to CEO, plus any other sanctions deemed appropriate.

Mandatory Statewide

- · Reporting deadlines violations - Initial form 3, R-4, EADA, R-1/R-2, final form 3, statewide statistics, or any other same or similar violations that are occurring in all or the majority of the conferences during the same time-period Determined by the CCCAA Board upon recommendation of the CCCAA Executive Director.

Decorum Infractions Chart

Level I

- · Assault or attempted assault of a sports official At a minimum, ejection and suspension from participation in any CCCAA event for 60 months, plus any other sanctions deemed appropriate.

Level II

- · Second ejection in a season At a minimum, ejection from that contest and suspension from all remaining contests that season, plus any other sanctions deemed appropriate.

Level III

- · Racial or gender slurs/gestures/disrespect
- · Drugs, alcohol, or tobacco
- · Serious and continuous unsportsmanlike conduct
- · Physically assaulting or attempting to assault anyone (other than an official) during an event Flashing gang signs
- ·

Bench/sideline involved fights

At a minimum, ejection from that contest and suspension from the next two contests, plus any other sanctions deemed appropriate.

Level IV

- · Ejection from a contest (Coach/Student) for language or
- · unsportsmanlike conduct Rulebook infractions
- ·

Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved or verbally confrontational. At a minimum, ejection from that contest, and suspension from the next scheduled contest, plus any other sanctions.

X Community College Coach Agreement

My signature below certifies that I have read, understand and agree with the policies and procedures set forth in the X Community College Recruiting.

Sport

Name

Signature

RECRUITING

PHCC RECRUITING QUESTIONNAIRE

The Patrick Henry Community College Coaching Staff is dedicated to it's student-athletes.

We look for students that are committed to excellence.

- If you are interested in becoming a PHCC Patriot, we would like to hear from you.
- For general questions about PHCC and the recruiting process please call or email the PHCC Athletic Director Brian Henderson @ (276)656-0313 or bhenderson@patrickhenry.edu
- Please complete and submit the form below
- This form is not an official PHCC Application
- Check out [The NJCAA Basic Eligibility Requirements](#) for NJCAA athletes
- Already coming to PH? Check out the student renter's guide for college! <http://www.bestcolleges.com/resources/student-renters-guide/>

Contact Information

First Name: *	<input type="text"/>
Last Name: *	<input type="text"/>
Address Street 1: *	<input type="text"/>
Address Street 2:	<input type="text"/>
City: *	<input type="text"/>
State: *	<input type="text"/>
Zip Code: *	<input type="text"/>
Daytime Phone: *	<input type="text"/>
Cell Phone: *	<input type="text"/>
Email: *	<input type="text"/>

About You

What Sport(s) are you Interested in at PHCC?: *

To select multiple sports, hold the Control or Command button

Baseball

Height:

Weight:

Dominant Hand:

Number of Siblings:

Do you have Family or Friends who attended PHCC?:

Education

High School: *

High School Address: *

City/State *

Phone Number: *

Guidance Counselor Name: *

Guidance Counselor Phone: *

When Do You Plan to Enter College?: *

ACT Score:

SAT Math:

SAT Verbal:

SAT Total:

Overall GPA (4.0 Scale): *

Class Rank:

Academic Honors:

Anticipated College Major?: *

Athletic History

High School Sports Played w/ Position: *

Achievements/Awards:

Statistics (Yearly & Career): *

School Records Held:

Are Video Tapes Available?: *

Has Anyone in Your Family Participated in College Athletics? (Where & When): *

[illegible]


What do you know about PHCC?: *

[illegible]

What has been your Most Exciting moment while competing in High School Sports?:

[illegible]

What other schools are you interested in?:



Any previous injuries or medical history?:

Figure 1: A schematic diagram of a two-dimensional rectangular domain representing a fluid flow problem. The domain is bounded by a top wall, a bottom wall, and two vertical side walls. The top wall is labeled 'Top Wall' and the bottom wall is labeled 'Bottom Wall'. The left vertical wall is labeled 'Left Wall' and the right vertical wall is labeled 'Right Wall'. The domain is divided into two regions by a vertical line. The left region is labeled 'Region 1' and the right region is labeled 'Region 2'. The vertical line is labeled 'Interface'. The domain is discretized with a grid of squares. The grid is finer in the top-left and bottom-right corners. The grid lines are labeled with indices i and j . The top-left corner is labeled $(1,1)$ and the bottom-right corner is labeled (N,N) . The grid is labeled 'Grid'.

Information About PHCC

Please Send me an Offical PHCC Application? ☒ Yes ☐ No

Please Send me Financial Aid Information? ☒ Yes ☐ No

Please mail me a PHCC Catalog? ☒ Yes ☐ No

I'm Interested in Campus Visit Information? ☒ Yes ☐ No

Questions & Comments

Comments:

☐ I certify that all information given in this questionnaire, supporting documents, and interviews is correct to the best of my knowledge. I understand that any false information, omissions or misrepresentations of facts called for in the recruitment process may disqualify my recruitment.

[Submit Recruiting Questionnaire](#)

Contiguous Districts: Los Angeles CCD Antelope Valley CCD, Cerritos CCD, Compton CCD, El Camino CCD, Glendale CCD, Long Beach CCD, Pasadena Area CCD, Rio Hondo CCD, Santa Clarita CCD, Santa Monica CCD, Ventura County CCD	
East Los Angeles College	
Los Angeles City College	
Los Angeles Harbor College	
Los Angeles Mission College	
Los Angeles Pierce College	
Los Angeles Southwest College	
Los Angeles Trade-Tech College	
Los Angeles Valley College	
West Los Angeles College	

High Schools: Los Angeles CCD: AGBU, Agoura, Bishop Alemany, Alhambra, Archer School, Arleta, Phineas Banning, Bell, Bell Gardens, Bellarmine-Jefferson, Belmont, Helen Bernstein, Beverly Hills, Birmingham, Francisco Bravo Medical Magnet, Brentwood, Buckley School, Burbank, Burroughs, Calabasas, Campbell Hall, Canoga Park, Cantwell Sacred Heart of Mary, Carson, Cathedral, Chaminade, Chatsworth, Clearview, Cleveland, Coutin, Crenshaw, Crespi Carmalite, Crittenton, Culver City, Delphi Academy, Dorsey, Dorothy V. Johnson, Downtown. Bus., Eagle Rock, East Valley, El Camino Real, Elizabeth Learning Ctr., Fairfax, Faith Baptist, First Lutheran, Foshay Learning Ctr., Franklin, Frederick Price, Fremont, Gabrielino, Gardena, Garfield, Granada Hills, Grant, Hamilton, Harvard--Westlake, Highland Hall, Hillcrest Christian, Hollywood, Holy Martyrs Armenian, Huntington Park, Immaculate Heart, Jefferson, Jordan, Kennedy, King-Drew Med. Magnet, LA Ctr./Enriched Studies, Le Lycée Français De Los Angeles, Lycée International De Los Angeles, Lincoln, Locke, Los Angeles, Los Angeles Adventist, Los Angeles Baptist, Los Angeles Lutheran, Louisville, Loyola, First Lutheran, Manual Arts, Marlborough, Marlon School, Marshall, Mary Star of the Sea, Mark Keppel, Marymount, Maywood Academy, Mid-City Charter, Middle College, Milken Community, Monroe, Montclair Prep, Montebello Narbonne, Netan Eli, North Hollywood, Notre Dame, Notre Dame Academy, Oak Hill, Oaks Christian, Oak Park, Oakwood, Bishop Conaty Our Lady of Loretto, Pacific Christian, Pacific Harbor Christian, Pacific Hills, Palisades, Palos Verdes, Palos Verdes Peninsula, Panorama, Pilgrim, Pilibos Armenian, Francis	
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California Community College Contiguous Districts & High Schools ● Out of State Waivers for Recruiting #Approved for Redefinition *Reciprocation	
Polytechnic, Providence, Rancho del Mar, Rancho del Mar, Reseda, Ribet Academy, Roosevelt, Edward R. Roybal, Sacred Heart of Jesus, Bishop Mora Salesian, San Fernando, San Gabriel, San Gabriel Mission, San Pedro, Schurr, Shalhevet, Sherman Oaks/Enriched Studies, Sierra Canyon, South East, South Gate, St. Bernard, St. Genevieve, Summit View School, Sylmar, Taft, Trinity Lutheran, University, USC-Mast, Valley Alternative School, Valley Torah, Van Nuys, Venice, Verbum Dei, Verdugo Hills, Viewpoint, Village Christian, Washington, West Adams Prep., West LA Baptist, West Valley Christian, Westchester, Westlake (LA), Westside Alternative, Westview, Wilson, Windward, Yeshiva Antelope Valley CCD: Antelope Valley, Antelope Valley Christ., Bethel, Desert Christian, Eastside, Highland, William Knight, Lancaster, Littlerock, Palmdale, Paraclette, Quartz, Rosamond, Vasquez Cerritos CCD: Artesia, Bellflower, Cerritos, Columbus, Downey, Gahr, John Glenn, La Mirada, Mayfair, Norwalk, St. John Bosco, St. Josephs, St. Matthias, Valley Christian, Warren Compton CCD: Centennial, Compton, Dominquez, Lynwood, Paramount, Verbum Dei El Camino CCD: Bishop Montgomery, El Segundo, Hawthorne, Inglewood, Lawndale, Leuzinger, Mira Costa, Morningside, North Torrance, Redondo Union, South Torrance, Torrance, West Torrance Glendale CCD: Anderson Clark, Crescenta Valley, Glendale, Herbert Hoover, Tobinworld Long Beach CCD: Avalon, Cabrillo, Lakewood, Jordan High, Polytechnic, Wilson High, Millikan, St. Anthony Pasadena Area CCD: Alverno, Arcadia, Blair, Flintridge, Flintridge Sacred Heart, John Muir, La Canada, La Salle, Marshall, Mayfield, Pasadena, Pasadena Poly, Rio Hondo Prep, San Marino, South Pasadena, Southwestern Academy, St. Francis, Temple City Rio Hondo CCD: Arroyo, California, El Monte, El Rancho, La Serna, Mt. View, Pioneer,	



LOS RIOS COMMUNITY COLLEGE DISTRICT

Intercollegiate Athletics Programs

Proposal for Student Athlete Priority Registration

Rosemead, Santa Fe, South El Monte, St. Paul, Whittier **Santa Clarita CCD:** Canyon, Hart, Santa Clarita Christian, Saugus, Valencia **Santa Monica CCD:** Malibu, St. Monica, Santa Monica **Ventura County CCD:** Adolfo Camarillo, Buena, Channel Islands, Cornerstone, Fillmore, Grace Brethren, Herman Lewis Christian Acad, Hillcrest Christian, Hueneme, La Reina, Moorpark, Newbury Park Adventist, Newbury Park, Nordhoff, Oak Park, Ojai Valley, Oxnard, Rio Mesa, Royal, Santa Clara, Santa Paula Union, Simi Valley, St. Bonaventure, The Thatcher School, Thousand Oaks, Ventura, Villanova Prep



PROPOSAL for Student Athlete Priority Registration

- **Register immediately after .5 priority** (following grad & transfer students)
 - .75 designation
- Granted only to student-athletes meeting stated criteria and coded as student athletes in People Soft.
- Granted to first-term student athletes if they have completed the Matriculation Process.
- Allowable for gray-shirt student athletes (those needing remedial courses) if they have completed the Matriculation Process and have been noted in People Soft after Eligibility Meeting.



Student-Athlete *CRITERIA* for Priority Registration

1. **An active member of a team**

- On a official team roster
- Coded as student-athlete in People Soft.

2. **Eligible for competition per CCCAA requirements, including but not limited to:**

- Must be actively and continuously enrolled in a minimum of 12 units during the season of sport.
- Of the 12 units, at least 9 units shall be attempted in courses counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the athlete's educational plan.

Student athletes that do not meet stated criteria will be taken off the priority registration list for the following registration period and will not be given priority until they have met the requirements.

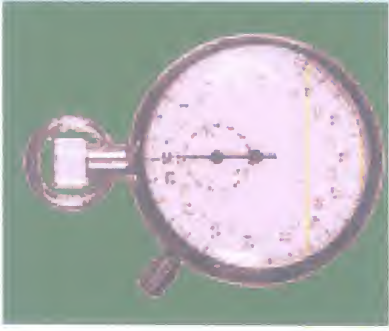
- **This list is updated each semester as follows:**

- Fall Semester: November 1st
- Spring Semester: April 1st



Student-Athlete CRITERIA for Priority Registration

- Continuing student athletes will receive priority if they meet the CCCAA Second Season of Sport eligibility requirements:
- Bylaws 1.3.1 and 1.3.3 mandate that all student athletes must be enrolled in a minimum of 12 units in order to be eligible to participate. Further, 9 of the 12 units need to be attempted in courses other than Kinesiology/Physical Education activity courses.
- Example of Mandated Rules for Second Season of Sport
 - Prior to the first day of the semester in which the sport is conducted, the student athlete must have passed 24 units with a minimum 2.0 GPA and, 18 of those units must be considered “academic” work (i.e. no activity, work experience or field study courses).



Student-Athlete *CRITERIA* for Priority Registration

ADDITIONAL REQUIREMENTS

1. They must have an updated **Student Educational Plan** on file prior to the completion of their first season of competition (CCCCAA mandated).
2. They must have turned in a **minimum of two grade checks** per semester (LRCCD Board Policy).
3. Any individual student athlete may receive Priority Registration for a **maximum of six terms**.
4. If a student competed in any other intercollegiate sport prior to his or her first season of participation in the current sport, he or she must have a **cumulative 2.0 GPA** starting the term of their first intercollegiate sport.



Demonstration of Student-Athlete Need

NCAA Division-I 5-year clock

- 5 calendar yrs to complete 4 seasons
- Clock starts as soon as the student becomes a fulltime college student.

- **Must pass 6 units of transferable English courses and 3 units of transferable Math** to meet NCAA transfer eligibility requirements.
- **Must earn AA/AS degree in 5 semesters or less**
 - The large majority of student-athletes come to Community College because they did not meet NCAA requirements out of high school. Therefore they MUST earn an AA degree to be athletically eligible for Division-I
- **40/60/80 Progress Toward Degree rule**
 - Students must have a certain number of degree applicable units passed at the end of the their 4th, 6th, and 8th full time terms.
 - Extremely difficult to meet 6th semester requirement while still at community college (60% of degree completion) so the goal is to help student matriculate and transfer BEFORE they trigger that 6th term.



Other Obstacles...

- **Compressed Calendar / Practice Time Restraints**
- **Reduction in course offerings**
- **Current Priority Registration process**

All have made it even more difficult for student athletes to enroll in the degree applicable courses they need to make Satisfactory Progress towards their educational objectives (as indicated on their Educational Plan)

**** Increasing NCAA Academic Standards (Academic Reform)**

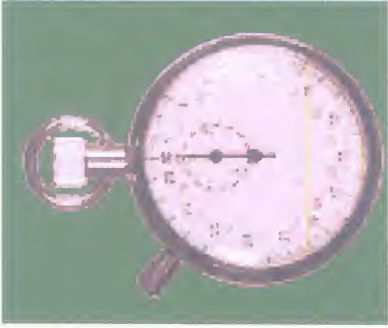
*Forthcoming legislation includes an increase in GPA minimum, an increase in **degree applicable coursework completed**.*



Obstacles

Example: As of 1/7/11, SCC had 414 active student-athletes. 149 out of the 414 were not able to initially enroll into the units needed for them to participate in intercollegiate athletics per the CCCAA (California Community College Athletic Association) rules. This ratio (149/414) signifies that 35.9% of our student athletes were not able to successfully register for the minimum number and type of units that are required by the CCCAA. This number did NOT include any student-athletes that transferred out of SCC or were dropped for non-payment. All had registered and were on waiting lists for the balance of the required units.

Example: A Student Athlete in Los Rios had to register for a specific Math class, and by his registration date/time, the district only had one left and it was offered on a Tuesday night. He took the class so he could transfer on time, but had to miss his Tuesday night games (5 total).

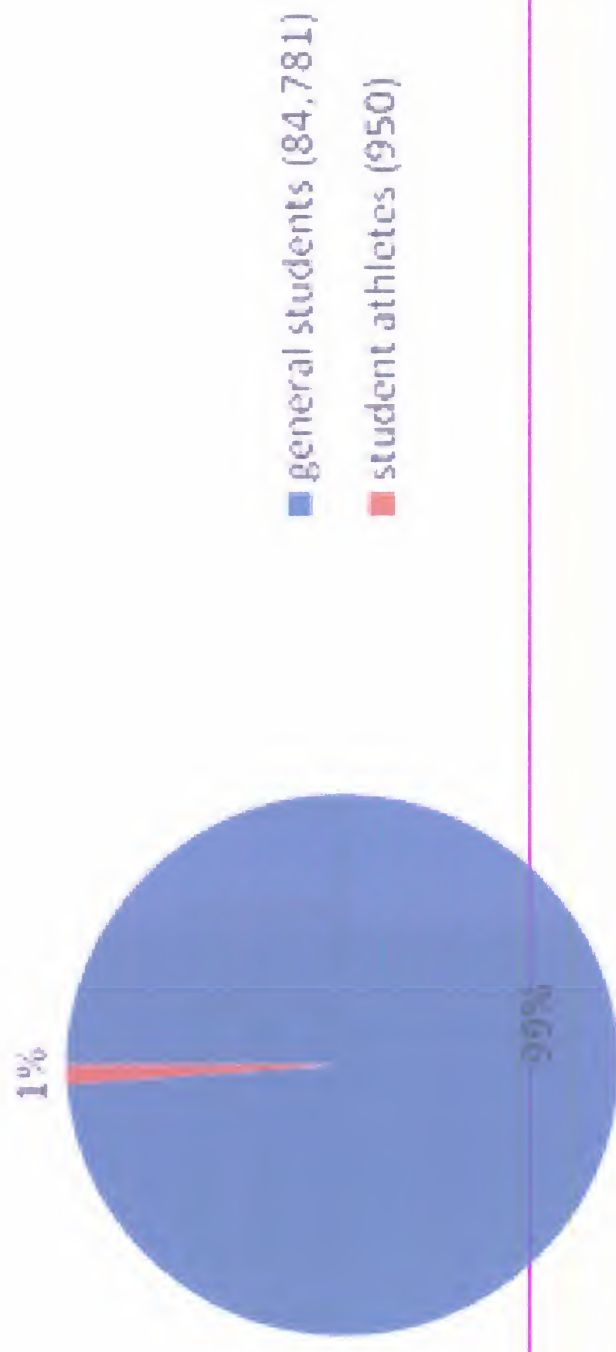


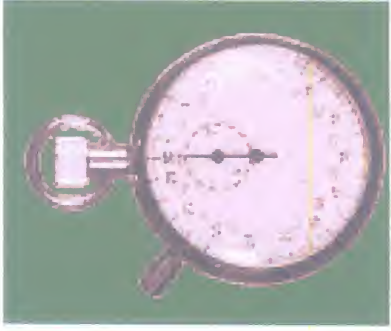
Adverse Consequences of Current Registration Process

- **Student Athletes are forced to enroll in classes so they can reach the 12 unit minimum needed for athletic eligibility.** This artificial enrollment in units that do not contribute to a student athlete's educational objective creates a structural barrier for their success and goes against the intent of the educational plan and our mission within Los Rios.
- **Students are not able to matriculate within timeline allowable by NCAA, and are therefore not eligible for scholarship aid that would grant them opportunities to attend four year institutions.**



Los Rios Community College District Student Population





QUESTIONS?



Typical Items Addressed During Counseling Appointments

- Are you a qualifier or non-qualifier?
 - What is your educational goal?
 - How long do you want to be at Los Rios to obtain that goal?
 - Have you completed the on-line NCAA Eligibility Center registration?
 - Did you graduate from high school?
 - Did you take the SAT/ACT?
 - What was your General Education core GPA?
-
- Are you a local student athlete?
 - Have you completed all areas of Matriculation?



Student-Athlete Scorecard



Goals

- Look to adopt a template for the CCCADA website
- Establish a cohort for colleges
 - Conference
 - Regional
 - State-wide
- Discuss institutionalizing the data
 - Conference Program Review?

Useful Metrics...

- GPA
 - Vs. institutional non-student/athletes
 - Currently only comparison between institutional S/A's and non-S/A's available
 - Vs. state-wide student-athletes
 - Vs. state-wide non-student athletes
- Units attempted
- Units completed
- Successful units completed
- % passing transfer level English
- % passing transfer level English in 2 years
- % passing transfer level math
- % passing transfer level math in 2 years

Useful metrics (cont'd)...

- Can include sub-populations
 - Gender
 - Ethnicity
 - Full-time vs. part-time

How to use the data

- Board Presentations
- Academic Senate Presentations
- Executive Administration presentations
- Deans Council presentations

Purpose of the data

- Highlight strengths of your student-athletes
- Highlight deficiencies
 - Use deficiencies to strengthen your program
 - Resource allocation requests
- Compare internally as well as with similar size institutions

Examples of Reports:

Metric	S/A	Non S/A	State S/A	State non-S/A
GPA	2.69	2.59	2.65	2.58
Units Attempted	30.87	13.9	28.49	11.98
Successful Units Completed	22.04	11.77	21.36	10.05
Avg. Course Success Rate	72.28	67.24	76.54	68.37
Transferred to a 4 year institution	24%	8%	28%	9%
Received Associate Degree	22%	12%	27%	13%
Remediation				
% having passed transfer English	77%	71%	82%	74%
Completed transfer English in 2 years	61%	49%	58%	43%
% having passed transfer math	39%	36%	59%	51%
Completed transfer math in 2 years	19%	14%	32%	23%

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College of San Mateo Bulldogs

Student-Athlete Academic Outcomes

All Students	CSM S/A	CSM Non-S/A	State S/A	State Non-S/A
Academic Success				
GPA	2.85	2.73	2.65	2.58
Units Attempted	30.4	10.5	28.6	12.4
Successful Units Completed	24.2	8.9	21.5	10.3
Course Success Rate	83	69	77	69
Remediation				
% Passing Transfer English	90	76	82	74
% Completing Transfer English in 2 yrs	80	49	58	74
% Passing Transfer Math	91	50	82	44
% Completing Transfer Math in 2 yrs	66	52	34	22

Specific Islander Male	CSM S/A	CSM Non-S/A	State S/A	State Non-S/A
Academic Success				
GPA	2.73	2.20	2.38	2.38
Units Attempted	33.0	12.5	27.3	11.7
Successful Units Completed	25.7	9.1	18.2	9.0
Course Success Rate	84	57	69	62
Remediation				
% Passing Transfer English	100	65	73	71
% Completing Transfer English in 2 yrs	69	42	53	42
% Passing Transfer Math	70	45	44	48
% Completing Transfer Math in 2 yrs	10	20	22	22

College of San Mateo

Successful Course Completion Rate

Category	CSM S/A	CSM Non-S/A	State S/A	State Non-S/A
Academic Success				
GPA	2.66	2.25	2.29	2.03
Units Attempted	32.5	12.2	25.9	11.0
Successful Units Completed	23.7	9.1	17.2	8.5
Course Success Rate	78	57	66	53
Remediation				
% Passing Transfer English	79	65	66	59
% Completing Transfer English in 2 yrs	70	53	42	30
% Passing Transfer Math	43	32	36	33
% Completing Transfer Math in 2 yrs	10	13	18	13

Example of reports...





Ventura College Athletics
Student-Athlete Scorecard



All Student-Athletes

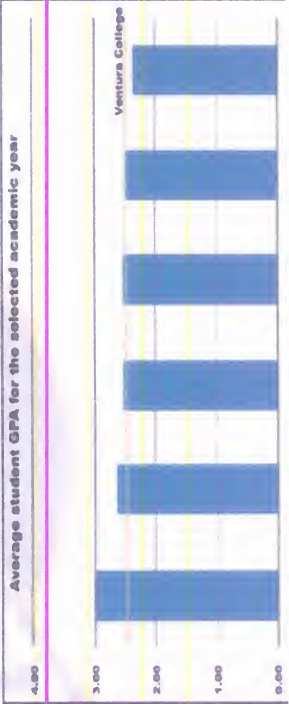
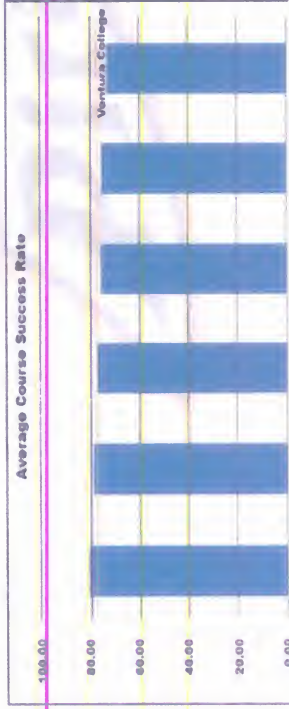
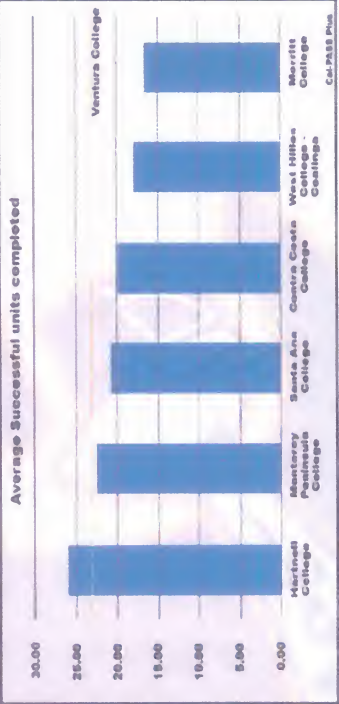
Metric	VC S/A	VC Non S/A	State S/A	State non-S/A
GPA	2.8	2.63	2.65	2.58
Units Attempted	28.86	12.89	28.6	12.37
Successful Units Completed	23.07	10.93	21.45	10.3
Avg. Course Success Rate	77.29	68.19	76.46	67.37
Received Associate Degree	34%	14%	26%	11%
Remediation				
% having passed transfer English	82%	54%	82%	74%
Completed transfer English in 2 years	62%	46%	58%	44%
% having passed transfer math	73%	52%	58%	49%
Completed transfer math in 2 years	36%	21%	34%	22%

Hispanic / Latino Student-Athletes

Metric	VC S/A	VC Non S/A	State S/A	State non-S/A
GPA	2.73	2.45	2.59	2.37
Units Attempted	30.62	13.57	28.57	12.82
Successful Units Completed	24.24	11.18	21	10.37
Avg. Course Success Rate	76.32	64.72	75	63.23
Received Associate Degree	33%	14%	24%	11%
Remediation				
% having passed transfer English	86%	72%	80%	70%
Completed transfer English in 2 years	41%	20%	58%	43%
% having passed transfer math	74%	48%	56%	43%
Completed transfer math in 2 years	41%	20%	33%	20%

African-American Student-Athletes

Metric	VC S/A	VC Non S/A	State S/A	State non-S/A
GPA	2.31	2.11	2.32	2.1
Units Attempted	25.88	12.31	27.5	11.13
Successful Units Completed	17	10.73	17.87	8.82
Avg. Course Success Rate	63.18	52.54	67.24	53.25
Received Associate Degree	25%	10%	20%	8%
Remediation				
% having passed transfer English	60%	70%	68%	61%
Completed transfer English in 2 years	57%	67%	44%	32%
% having passed transfer math	50%	44%	39%	32%
Completed transfer math in 2 years	1%	18%	21%	12%



Content Editing

Pages

Interactive Objects

Forms

Create

Edit

Distribute

More Form Options

Action Wizard

Text Recognition

Protection

Questions to the Field...

- (1) Use of a common template
 - What would you like to see included
- (2) Establishing cohort groups
 - Conference?
 - Regional?
 - State-wide?
 - Size of institution, location, etc.
- (3) How do we institutionalize the data
 - Program Review?
 - Other?

Other questions/comments

- Your thoughts and input are important

2016-2017



Student-Athlete Handbook

Section 1



WELCOME TO EL CAMINO COLLEGE

Welcome to the El Camino College Athletic Department, we are excited to have you as a member of our Warrior family and look forward to a successful year in the classroom, on the playing field and within the South Bay Community!

El Camino Community College Mission Statement

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

Statement of Values

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength and its driving force. With this in mind, our five core values are:

- People – We strive to balance the needs of our students, employees and community.
- Respect – We work in a spirit of cooperation and collaboration.
- Integrity – We act ethically and honestly toward our students, colleagues and community.
- Diversity – We recognize and appreciate our similarities and differences.
- Excellence – We aspire to deliver quality and excellence in all we do.

Guiding Principles

With this in mind, Guiding Principles used to direct the efforts of the District include the following:

El Camino College must strive for distinction in everything the College does – in the classroom, in athletics, in services and in human relations. Respect of self, our students, our fellow employees and our community must be our underlying goal.

Cooperation among our many partners is vital to our success – whether they be other schools and colleges, businesses and industries or individuals.

Access and opportunity must never be compromised. Our classrooms are open to everyone who meets our admission eligibility and our community programs are open to all. This policy is enforced without discrimination and without regard to gender, ethnicity, personal beliefs, abilities and backgrounds.

El Camino College has taken its mission seriously since its founding more than 60 years ago. Recognizing the ever-changing population of the South Bay, along with the diversity of educational needs and advances in technology, the college continually refocuses its courses and programs to stay in the vanguard of American's higher education.

2016-2017 Warrior Athletic Department Goals

Athletic Goals

- Qualify for Post-Season
- Win Conference Championships
- Win Southern California Championships
- Win State Championships
- Transfer to Four-Year College

Academic Goals

- Scholar-Baller (3.0 GPA in 12 Units of Academic Classes)
- Dean's List (3.5 GPA)
- 3.0 and higher GPA Cumulative for all student-athletes
- Complete 14-17 units per semester
- Enroll during winter and summer terms (if available)
- Complete 28 transferrable/degree units per year
- Earn Associates Degree
- Transfer to Four-Year College

Community Engagement Goals

- Focus on engaging the El Camino College and South Bay Community with our Athletic Program
- Continue to expand on Diversity and Leadership training for Student-Athletes
- Continue to build the Warrior Athletic tradition, make history and leave a lasting legacy

California Community College Athletic Association (CCCCAA)

Purpose

The purpose of the CCCCCAA is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California Community Colleges.

Values

In all activities, the California Community College Athletic Association (CCCCAA) is governed by the following values:

- Academic Success
- Amateurism
- Ethical Conduct
- Equitable Competition
- Gender Equity
- Non-Discrimination
- Recognition of Excellence
- Student Health and Welfare

Student Learning Outcomes (SLO's)

Student learning outcomes have become an important component to the success of our programs. What will students learn in their time at El Camino College? Athletics has come up with three main SLOs for the program level to assist student instruction.

- 1) Athletic performance and skill: Student will be evaluated and assessed on performance and skills appropriate to their position in relation to their athletic program.
- 2) Scholar-Baller program: Student-athletes will demonstrate campus academic achievement through sound practices and guidance of the licensed Scholar baller Program.
- 3) Sportsmanship and decorum: Students-athletes will demonstrate and implement a thorough understanding of campus, state and national intercollegiate athletic values and decorum standards.

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El Camino College Directory

Admissions:	310-660-3414 http://www.elcamino.edu/welcome/admissions/
Campus Police:	310-660-3100 http://www.elcamino.edu/police/
Financial Aid:	310-660-3493 http://www.elcamino.edu/student services/fao/
Counseling:	310-660-3442 http://www.elcamino.edu/student services/co/
Transfer Center:	310-660-3593 ext. 3408 http://www.elcamino.edu/student services/co/transfer_services/
Foundations: (Scholarships)	310-660-3683 http://www.elcamino.edu/foundation/
Assessment Center:	310-660-3593 ext. 3405 http://www.elcamino.edu/student services/assessment testing/

Section 2



Student-Athlete Code of Conduct

El Camino College Student Code of Conduct

All student-athletes must conduct themselves in a responsible and appropriate manner for a college environment. All students are subject to the student code of conduct including student-athletes. It is the responsibility of the student-athlete to read and understand the student code of conduct and all relevant policies and procedures, which are listed on the El Camino College website under Administration – Board Policies – [Board Policy 5500](#).

The following areas are detailed in the student code of conduct. Any misconduct of the below areas shall constitute good cause for discipline including, but not limited to, the removal, suspension, or expulsion of a student.

1. ACADEMIC DISHONESTY

2. DISRUPTIVE BEHAVIOR, INAPPROPRIATE CONDUCT, AND EXPRESSION

3. DRUGS, ALCOHOL, AND SMOKING

- a. El Camino College is a Drug, Alcohol and Tobacco Free Campus

4. THEFT, ROBBERY, AND DAMAGE

5. SEXUAL MISCONDUCT

6. HARRASSMENT, THREATENING, AND VIOLENT BEHAVIOR

7. WEAPONS

8. MISUES OF FACILITIES (Trespassing)

9. MISCELLANEOUS

- a. Introduction of animals on District-owned facilities or controlled property or at District-sponsored or supervised functions are not permitted with the exception of service animals that provide assistance as permitted by federal and state law.
- b. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- c. The commission of any act constituting a crime under federal or state law on District-owned facilities or controlled property or at District-sponsored or supervised functions.

Student Discipline Procedures & Student Rights and Grievances

El Camino College has a detailed discipline and grievances process, which can be found under the El Camino College website under Administration – Board Policies – [Board Policy 5520](#) and [Board Policy 5530](#).

Student-Athlete Code of Conduct

1. Standards of Conduct:

- It is a privilege, not a right, to be a student-athlete at El Camino College. Every student-athlete is expected to represent the College with honor and respect, as well as to the team, athletic department and surrounding community. As a student at El Camino College, it is expected that you adhere to all local, state, and federal laws, as well as the College Student Code of Conduct. El Camino College student-athletes must not violate any of the policies described below (or any other policies described above in the El Camino College Student Code of Conduct).

2. Definitions

- **Student-Athlete:** Once a student enrolls in the institution and is enrolled in either an Off-Season Training Class or currently participating in an intercollegiate athletics class, he/she is counted as a student-athlete. Once identified as a student-athlete he/she is expected to uphold the principle of the Code of Conduct until the completion of eligibility or is no longer affiliated with the Athletics Department (exhausted eligibility, removed from the team, graduated). Student-athletes are not exempt from the Code of Conduct during institutional semester and winter/summer breaks.
- **Team Function:** An athletic team function is defined as any official or sanctioned gathering, either on or off campus, where the intent or reason to gather is to conduct business or engage in activities related to the team's purpose. The event is organized, arranged or initiated by athletic department staff or team members.

3. Hazing:

- Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or created a substantial risk of causing mental or physical harm to any person, regardless of the willingness of the participant. The act of initiating or disciplining fellow students by forcing ridiculous, humiliating, or painful acts. Hazing is considered unacceptable conduct through these standards.

Hazing examples:

- Forcing/requiring one to drink alcohol or any other substance
- Forcing/requiring one to eat food, or anything an individual refuses to eat
- Line Ups (ex: yelling at people in any formation or harassing them)
- Forcing/requiring theft of any property Road trips (ex: dropping someone off to find their way back)
- Sleep deprivation
- Nudity at any time
- Paddle-swats
- Conducting activities, which do not allow adequate time for study (ex: not allowing attending class, missing group projects)
- Running personal errands for the members (ex: driving to class, cleaning up individual rooms, serving meals, picking up dry cleaning)
- Requiring the violation of University rules or federal, state or local law
- Any other miscellaneous activities which may violate a person(s) civil and individual rights

4. Sportsmanship:

- The CCCAA and El Camino College athletic department enable individuals and teams to display the values of sportsmanship, dedication, desire, discipline, and tenacity at a high level of competition.
- All student-athletes are required to represent themselves, their team, and El Camino College with the highest level of sportsmanship as a participant or spectator.
- Any Sportsmanship/Decorum violation will be reviewed by the Director of Athletics.

5. Decorum Policy

- Is the CCCAA code of behavior for all participants in sponsored athletic events. For the purpose of this policy, the following definitions apply:
 - **PARTICIPANT**—is a player, coach, team member, team attendant, official, or college staff member.
 - **EVENT**—is defined as the time a team or participant arrives at the event site until the time the team or participant leaves the event site.
 - **EJECTION**—Removal from a scrimmage/game/meet/match of a participant for the remainder of the event.
 1. **Sport rulebook infraction:** Removal from the event for actions not under the jurisdiction of this policy, but are covered by the rules of the sport.
 2. **Decorum violation:** Removal of a participant for verbal or physical misconduct, or unsportsmanlike conduct.
 - a. **Verbal misconduct** or unsportsmanlike conduct is defined as, but not limited to, unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, finger pointing, making obscene gestures, throwing gang signs, baiting an opponent, inciting undesirable crowd reactions, persistent arguing with officials, or aggressive behavior toward officials.
 - b. **Physical misconduct** is defined as, but not limited to, any attempt by a participant to contact another participant in a combative manner unrelated to the sport. Such acts include striking or attempting to strike a participant whether or not there is contact.
 3. **Ejections:** All ejections will be reviewed by the conference commissioner, who will determine if the ejection was a sport rulebook infraction or a decorum violation.
 - a. A decision that a decorum violation has occurred may be appealed to the CCCAA Appeals Board.
 - b. An appeal does not set aside the sanction while the appeal is being deliberated.
 - c. All decorum violations will result in at least a next event suspension.
- **Decorum Infractions Penalties**
 - **Level I Definition:** Assault or attempted assault of a sports official
 - **Sanction:** At a minimum, ejection and suspension from participation in any CCCAA even for 60 months, plus any other sanctions deemed appropriate.
 - **Level II Definition:** Second ejection in a season
 - **Sanction:** At a minimum, ejection from that contest and suspension from all remaining contests that season, plus any other sanctions deemed appropriate.

- **Level III Definition:** Racial or gender slurs/gestures/disrespect, Drugs, alcohol, or tobacco, Serious and continuous unsportsmanlike conduct, Physically assaulting or attempting to assault anyone (other than an official) during an event, Flashing gang signs or Bench/sideline involved fights
 - **Sanction:** At a minimum, ejection from that contest and suspension from the next two contests, plus any other sanctions deemed appropriate.
- **Level IV Definition:** Ejection from a contest (Coach/Student) for language or unsportsmanlike conduct, Rulebook infractions, Leaving position or the bench/sidelines in reaction to an altercation, but not becoming physically involved or verbally confrontational.
 - **Sanction:** At a minimum, ejection from that contest, and suspension from the next scheduled contest, plus any other sanctions deemed appropriate.

6. Academic Integrity:

- Acts of academic misconduct which includes, but not limited to, plagiarism, cheating, falsification/fabrication, tampering and facilitating academic misconduct. Academic Dishonesty is outlined in the El Camino College Student Code of Conduct.

7. Alcohol

- **Team Travel and El Camino College Sponsored Events** If you drink during team travel or at an El Camino College sponsored event that is dry (i.e. no alcohol served to adults) the following penalties can occur
 - Meeting with Director of Athletics
 - Community Service
 - Suspension from competitions
 - Removal from team
- **Off-Campus Arrest and or Citation**
 - Meeting with Director of Athletics
 - Community Service
 - Suspension from competitions
 - Removal from team
- **Team Rules**
 - El Camino College Coaches can institute their own team rules regarding alcohol during a student-athletes tenure at El Camino College

8. Nutritional Supplements: Any supplements not approved by NCAA or Head Athletic Trainer <http://www.ncaa.org/2016-17-ncaa-banned-drugs>

9. Other Drugs:

- Possessing or using illegal substances, as defined by law
- Possessing or using controlled substances, as defined by law
- Possessing or using illegally procured prescription drugs
- Distributing, selling, or possessing with the intent to distribute illegal or controlled substances
- Use of tobacco products

10. Unexcused Class Absences and Poor Academic Performance:

- Student-athletes are expected to attend class weekly and punctually, and to fulfill course load and academic requirements. Failure to meet such obligations may affect eligibility to participate and academic standing at El Camino College.

11. Failure to Meet Team Obligations

Student-athletes must:

- Complete training requirements
- Arrive promptly for team practices, meetings, and departure for away games and other team events
- Attend team functions
- Fulfill their responsibilities as team members
- Absences must be excused in advance by the Head Coach/Instructor unless if unforeseeable emergency arises
- Student-athletes who are unable to practice or compete due to athletic injury are required to adhere to all athletic rehabilitation requirements and all other general team obligations

12. Violence:

- El Camino College is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation and violence. Student-athletes are prohibited from engaging in violent acts including assault on a person or property, hate crimes, hazing, stalking, sexual violence, or any other conduct prohibited by College policy or law.

13. Sexual Assault:

- The department of Athletics will not tolerate any level of sexual harassment, intimidation, stalking, rape, domestic violence or any other related violations.

14. Social Networking Websites:

- Student-Athletes are permitted to maintain respectful profiles on social networking sites (ex: Twitter, Facebook, Instagram, YouTube, Vine, Pinterest, Keek, Snap Chat) provided that:
 - No Offensive or inappropriate pictures, comments or statuses.
 - Social media profile does not violate the ethics and intent of El Camino College Student Code of Conduct and all applicable state, federal and local law.

Disciplinary Process & Sanctions

When the Department of Athletics becomes aware of an alleged violation of the above Student-Athlete or College Code of Conduct, the Director of Athletics will take reasonable steps to verify the validity, reliability, and accuracy of the report. These steps may include interviewing students, employees and Non-College persons having knowledge of the relevant facts, examination of documents, and any other necessary steps to determine the legitimacy of the report. A meeting with the student-athlete will occur prior to imposing disciplinary measures. In situations with extenuating circumstances, the Director of Athletics may suspend the student-athlete(s) prior to the meeting.

Please note: a first time offense may be serious enough to warrant any of the possible sanctions below. A student-athlete's refusal to participate and cooperate in an Athletic Department or CCCAA investigation of possible violation of the above Code of Conducts or CCCAA rules, may itself constitute a basis for disciplinary actions.

Possible Sanctions for Individual Violations

1. Warning – issuance of written warning
2. Probation – special status with conditions imposed for limited time
3. Community Service
4. Required educational of counseling sessions
5. Restitution – payment for damaged property
6. Suspension – removal of a student-athlete from all athletic department activities for a limited period of time
7. Expulsion – permanent removal from a team and/or department activities

Sanctions for Team Violations

Each student-athlete is responsible for following the specific policies outlined by his/her team. The Director of Athletics shall have authority to impose sanctions.

Sanctions for Criminal Law

- When student-athletes have engaged in conduct alleged to be in violation of criminal law, the Head Coach must report the information to the Director of Athletics, immediately upon receipt of notice of possible violation
 - Student-Athletes arrested for, or charged with, violating the criminal law can be immediately suspended indefinitely from practice and competition
- Within 48 hours of notice of a suspension, the student-athlete's coach or designee shall review the suspension and recommend to the Director of Athletics whether the suspension should continue. Immediately following, the student-athlete is allowed the opportunity to present his/her perspective to the Dean of Health Sciences and Athletics, Director of Athletics and Eligibility Specialist.
- Based on available information, the Director of Athletics may lift or modify the suspension at any time prior to a finding or plea of guilty to a criminal charge.
- If the student-athlete is found guilty of the felony charge, he/she is expelled from participation in intercollegiate athletics at El Camino College until the individual is off probation and reinstated by the Dean of Health Sciences and Athletics, Director of Athletics and Eligibility Specialist. Please reference AB 2165.

Appeals

- A student-athlete who is subject to a season long suspension, expulsion from athletics team participation may request an appeal for these sanctions unless they are convicted of a felony or on probation of a felony.

Process

- The appeal must be submitted in writing to the Dean of Health Sciences and Athletics within 14 days of the student-athlete receiving notice of the sanctions. The appeal letter must explain the grounds of the appeal (ex: new information, due process issue, abuse of discretion).
- The Dean of Health Sciences and Athletics will conduct an investigation by hearing details of the case from the Director of Athletics, Head Coach and the student-athlete.
- The student-athlete will be given the opportunity to make an oral and written statement about the circumstances and why he/she feels reinstatement is warranted.

Upon conclusion of the investigation, the appeals committee will meet privately to discuss the case. The Dean of Health Sciences and Athletics, or his/her representative, will notify the student-athlete as the result of the appeal.

Section 3



Compliance

Student-Athlete Eligibility

Eligibility for Practice

- Enrolled in the athletic class
- Physical on file with Athletic Trainers
- Concussion baseline test if applicable
- Waiver, Release and Indemnity Agreement
- California Education Code Section 67362 Form
- Athletic Equipment Issue Clearance Agreement
- Complete Form 1 (Student-Athlete Eligibility Report)
 - Must be cleared by Eligibility Specialist

First Year Student-Athlete Eligibility for Competition

- **Must complete all of the eligibility for practice steps**
- Enrolled in 12 units (Full-Time student)
 - 9 of the 12 minimum required units must be courses counting toward the associate degree, remediation, transfer, and or certificate program and must be consistent with the student-athlete's educational plan.
- Completed Individual Education Plan

Returning Student-Athlete Eligibility for Competition

- **Must complete all of the eligibility for competition steps**
- Student-Athletes only have two years of eligibility per sport at California Community Colleges
- The student-athlete must complete and pass 24 units between seasons of competition
- Of the 24 units, 18 must be in course work counting toward the associate degree, remediation, transfer, and/or certificate program
- Have at least a 2.0 cumulative GPA
- Units from a course repeated to raise a grade of "D" or better shall not be counted to satisfy this second season of sport unit eligibility rule
- Must complete at least 6 units the preceding academic term as a full-time student with a minimum 2.0 GPA

Student-Athlete Amateurism (Subsidizing, inducements, and special privileges)

- Subsidizing is defined as providing any manner of service or financial assistance to prospects or student athletes that is not available to all other students
 - The promise of or the providing of actual payment in dollars or products for athletic participation to a prospect/student athlete
 - The paying for, the providing of, the pre-payment with expectations of reimbursement, the providing at less than actual cost or the waiving of a prospect's/student athlete's tuition, fees, housing, meals, books, supplies, transportation, student body cards, laundry service, clothing, groceries, telephone calls, etc.

- The obtaining, securing, or soliciting of housing for a prospect/student athlete that is not available to all students at the community college
- The promise of or the payment to a prospect/student athlete for a job that does not exist and/or at a higher rate than the actual value of the job.
- The providing to a prospect/student athlete for free or reduced costs the use of credit cards, debit cards, phone cards, etc.
- The promise of or the providing to a prospect/student athlete any award, loan, grant, or scholarship not available to all eligible students at the community college.
- The payment to or providing any form of assistance to a prospect/student athlete for serving as a coach of a team while competing on that same team during a season of sport
- **Permissible Categories and Activities for Student-Athletes**
 - Banquets and Awards, End-of-the-season team banquets and individual awards and team awards may be presented to student athletes.
 - Meals and Lodging:
 - The provision of meals and lodging in conjunction with travel to away contests is permissible.
 - It is prohibited to provide lodging to student athletes prior to home athletic events.
 - Meals provided prior to home contests are permissible. Post-game meals are only permissible if they are infrequent “special occasions.” It would be a violation if a team was provided a post-game meal by an individual(s) or agency after every home game. This would be a form of subsidization
 - Scholarships/Grants:
 - Student athletes are eligible to receive:
 - Federal or state aid
 - An academic grant which is based solely on academic achievement
 - A grant which is open to any other student on campus and which does not have athletic participation or athletic ability as one of the criteria
 - Other scholarships from on/off campus groups whose criteria are not based on athletic ability or participation
 - These grants and scholarships are to be part of the financial aid or scholarship program administered by the appropriate office on campus
 - Once athletic eligibility is completed a student-athlete may receive a scholarship based on athletic ability
 - Academic and Support Services Academic counseling and tutoring services may be provided to the student-athlete as long as similar services are available to other students on campus.
 - Athletic Insurance Accident insurance may be provided to student-athletes to assist in covering costs resulting from injuries incurred during practice, competition, and travel
 - Non-Athletic Activities:
 - Approved “team-building” activities by Athletic Department
 - Activities must not be reoccurring

Student-Athlete Transfer Regulations

Transferring to a Two-Year College

- If student-athlete participated at previous two-year college
 - Complete 12 units of residency at the two-year college they are transferring to
 - A maximum of 8 units can be used during the summer/winter session
 - At least 4 units need to be completed during an academic term preceding the sport season semester
 - If at least two (2) or more sport seasons have elapsed since last competing at a postsecondary institution, the 12-unit residency rule shall be waived.
 - At least a 2.0 GPA in all course work from the first term the student-athlete competed
 - Must pass 6 units and a 2.0 GPA at the previous institution
 - Student-athlete must also have completed 24-semester/36-quarter units since the start of the term of the first competition

PLANNING TO GO DIVISION I

2-4 TRANSFER

- You plan to attend a Division I school
- You have never attended a four-year school
- You are a qualifier

At your two-year school, did you:

1. Complete at least one semester or quarter as a full-time student? Summer school does not count.
2. Complete an average of 12 transferable credit hours in each term you attended full time?*
3. Earn a GPA of 2.500 in those transferable credit hours?

» If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.**

» If **NO** to any

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.*

***If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.*

- You plan to attend a Division I school
- You have never attended a four-year school
- You are a nonqualifier

At your two-year school, did you:

1. Graduate from your two-year school? You must have earned 25 percent of your credit hours at your two-year school.
2. Complete at least three semesters or four quarters as a full-time student? Summer school does not count.
3. Complete 48 transferable credit hours if your school uses semesters or 72 transferable credit hours if your school uses quarters?*
- Your transferable credit hours must include all the following subjects:
 - English: six hours if your school uses semesters or eight hours if your school uses quarters
 - Math: three hours if your school uses semesters or four hours if your school uses quarters
 - Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters
4. Earn a GPA of 2.500 in those transferable credit hours?

» If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.**

» If **YES** to 1, 2 and 3, **NO** to 4, and your GPA is 2.00–2.49

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

» If **NO** to any

- ⊗ You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement.*

***If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.*

PLANNING TO GO DIVISION I

4-2-4 TRANSFER

- You plan to attend a Division I school
- You attended a four-year school and now attend a two-year school
- You are a qualifier

At your two-year school, did you:

1. Graduate from your two-year school?
2. Complete an average of 12 transferable credit hours for each term you attended full time?*
3. Earn a GPA of 2.500 in those transferable credit hours?

AND

4. Has one calendar year elapsed since your last day of enrollment at your four-year school?

➤ If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.**

➤ If **NO** to any

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.*

***If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.*

- You plan to attend a Division I school
- You attended a four-year school and now attend a two-year school
- You are a nonqualifier

At your two-year school, did you:

1. Graduate from your two-year school?
 2. Complete an average of 12 transferable credit hours for each term you attended full time?*
- Your transferable credit hours must include all of the following subjects:

- English: six hours if your school uses semesters or eight hours if your school uses quarters
- Math: three hours if your school uses semesters or four hours if your school uses quarters
- Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters

3. Earn a GPA of 2.500 in those transferable credit hours?

AND

4. Has one calendar year elapsed since your last day of enrollment at your four-year school?

➤ If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.**

➤ If **NO** to any

- ✓ You can practice as soon as you transfer if you completed one academic year at all your colleges combined.
- ✓ You can get an athletics scholarship as soon as you transfer if you completed one full-time academic term at your two-year school.
- ⊗ You cannot compete until you sit out for an academic year in residence.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses. Remedial English and math classes may not be used to satisfy this requirement.*

***If you are a baseball or basketball student-athlete who transfers to a new school in the middle of the academic year, you may not compete until the fall term.*

PLANNING TO GO DIVISION II

2-4 TRANSFER

Additional DII 2-4 transfer information on page 16

- You have never attended a four-year school
- You are a **qualifier**
- You attended only **one semester or quarter** at a two-year school

At your two-year school, did you:

1. **Complete only one semester or quarter as a full-time student?** Summer school does not count.
2. **Complete an average of 12 transferable credit hours for the semester or quarter you attended full time?***
3. **Earn a GPA of 2.200 in all normally transferable credit hours?**
4. **Earn nine transferable credit hours from your last full-time term of enrollment?**

►► If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.*

►► If **NO** to 1, 2 or 3

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

►► If **NO** to only 4

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.*

***You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.*

- You have never attended a four-year school
- You have been enrolled for more than one full-time term and have not graduated from a two-year school
- You are a **qualifier, partial qualifier or nonqualifier**

At your two-year school, did you:

1. **Complete at least two semesters or three quarters as a full-time student?** Summer school does not count.
2. **Complete an average of 12 transferable credit hours for each term you attended full time, earning a GPA of 2.200 in all normally transferable credit hours?*** Your transferable credit hours must include all the following subjects:
 - English: six hours if your school uses semesters or eight hours if your school uses quarters
 - Math: three hours if your school uses semesters or four hours if your school uses quarters
 - Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters
3. **Earn nine transferable credit hours from your last full-time term of enrollment?**

►► If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.

►► If **NO** to 1 or 2

Nonqualifiers:

- ⊗ You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.
- ⊗ If you meet all the requirements but your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer. You cannot compete until you sit out for an academic year in residence.

Qualifiers or partial qualifiers:

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

►► If **NO** to only 3

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.

PLANNING TO GO DIVISION II

2-4 TRANSFER
Continued

- You have never attended a four-year school
- You graduated from your two-year school
- You are a qualifier, partial qualifier or nonqualifier

At your two-year school, did you:

1. **Complete at least two semesters or three quarters as a full-time student?** Summer school does not count.
2. **Earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?***
3. **Earn nine transferable credit hours from your last full-time term of enrollment?**

.....
➤ If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.

.....
➤ If **NO** to only 2

- ⊗ Please refer to the right-hand column on the previous page titled 2-4 Transfer Planning to Go Division II.

.....
➤ If **NO** to only 3

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you successfully complete nine credit hours toward a degree during a full-time term.

**You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.*

PLANNING TO GO DIVISION II

4-2-4 TRANSFER

Additional DII 4-2-4 transfer information on page 18

- You attended a four-year school and now attend a two-year school
- You graduated from the two-year school
- You attended only one semester or quarter term at the two-year school
- You are a qualifier, partial qualifier or nonqualifier

At your two-year school, did you:

1. Graduate from your two-year school?
2. Complete only one semester or quarter as a full-time student?
3. Complete nine transferable credit hours during a full-time term?

►► If YES to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.

►► If NO to only 1

- ✓ Please refer to the right-hand column on this page titled 4-2-4 Transfer Planning to Go Division II.

►► If NO to only 2

- ✓ Please refer to the only column on the next page titled 4-2-4 Transfer (Continued) Planning to Go Division II.

►► If NO to only 3

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you complete nine credit hours toward a degree during a full-time term.

- You attended a four-year school and now attend a two-year school
- You did not graduate from the two-year school
- You are a qualifier, partial qualifier or nonqualifier

At your two-year school, did you:

1. Complete at least two semesters or three quarters as a full-time student? Summer school does not count.
2. Complete an average of 12 transferable credit hours for each term you attended full time, earning a GPA of 2.200 in all normally transferable credit hours? * Your transferable credit hours must include all the following subjects:
 - English: six hours if your school uses semesters or eight hours if your school uses quarters
 - Math: three hours if your school uses semesters or four hours if your school uses quarters
 - Natural/physical science: three hours if your school uses semesters or four hours if your school uses quarters
3. Complete nine transferable credit hours during a full-time term?

►► If YES to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.

►► If NO to 1 or 2 (qualifier or partial qualifier)

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you sit out for an academic year in residence.

►► If NO to 1 or 2 (nonqualifier)

- ⊗ You cannot practice, get an athletics scholarship or compete until you sit out for an academic year in residence.
- ⊗ If NO to only 2 but YES to the remaining AND your GPA is between 2.0 and 2.2, you can practice and get an athletics scholarship as soon as you transfer, but you cannot compete until you sit out for an academic year in residence.

►► If NO to only 3 (qualifier, partial qualifier and nonqualifier)

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you complete nine credit hours toward a degree during a full-time term.

*You may not use more than two credit hours of physical education activity courses to fulfill the transferable degree credit and GPA requirements, unless you are enrolling in a degree program requiring physical education activity courses.

- You attended a four-year school and now attend a two-year school
- You graduated from your two-year school
- You attended the two-year school for more than one semester or quarter term
- You are a qualifier, partial qualifier or nonqualifier

At your two-year school, did you:

1. Complete at least two semesters or three quarters as a full-time student?
2. Earn at least 25 percent of the credit hours needed to fulfill the degree requirement at the two-year school awarding your degree?
3. Complete nine transferable credit hours during a full-time term?

» If **YES** to all

- ✓ You can practice, get an athletics scholarship and compete as soon as you transfer.

» If **NO** to 1 or 2

- ✓ Please refer to the right-hand column on the previous page titled 4-2-4 Transfer Planning To Go Division II.

» If **NO** to only 3

- ✓ You can practice and get an athletics scholarship as soon as you transfer.
- ⊗ You cannot compete until you complete nine credit hours toward a degree during a full-time term.

PLANNING TO GO DIVISION III

- You plan to attend a Division III school
- You have never attended a four-year school

At your two-year school, did you practice or compete in intercollegiate sports?

» If YES

- ✓ You can compete immediately after your transfer ONLY IF you would have been academically and athletically eligible to compete had you stayed at your two-year school.

» If NO

- ✓ You are immediately eligible to compete upon transfer to the Division III school.

- You plan to attend a Division III school
- You attended a four-year school and now attend a two-year school

1. Would you have been eligible at the certifying Division III school if you had transferred directly from your previous four-year school without attending the two-year school?
2. At your two-year school, did you complete at least two full-time semesters or three quarters (summer school does not count) AND complete 24 transferable credit hours if your school used semesters or 36 transferable credit hours if your school used quarters?

» If YES to either 1 or 2

- ✓ You can compete immediately upon transfer to the Division III school.

» If NO to both 1 and 2

- ✓ You are not eligible to compete for a Division III school until you have served an academic year in residence at the Division III school.

Section 4



Academics

Student-athlete academic success is an important ingredient in the success of an athletic program. Student-athletes must show retention and progression in the classroom as well as on the athletic court or field. The requirements for transfer to a four-year college or university are included in the student handbook and it is the coaches' responsibility to continually evaluate the academic success of athletes.

Athletes' Responsibilities

1. **Attendance:** is the number one predictor of student success. Email your instructor if you are missing class for a non-athletic reason.
2. **Missed Class Form:** Student-Athletes must submit Missed Class Form the first week of class
3. **Dropping a Class:** Must have prior approval from Athletic Counselor
4. **Meet with the Athletic Counselor:** At least once a semester and receive Educational Plan updates
5. **Grade Checks:** Obtain grade checks as requested by Head Coach, Athletic Counselor or Director of Athletics
6. **AAA Program:** Attend AAA Program as assigned by Coaching Staff and Athletic Counselor
7. **Books and Supplies:** Purchase by the **first** week of class

Foundation Scholarships

The El Camino College Foundation offers a number of outstanding scholarships for students who obtain academic success on campus. Students who carry above a 3.0 GPA are eligible and are encouraged to apply for a foundation scholarship in the early spring semester. Please visit the El Camino College Foundation [website](#) for step-by-step instructions.

Scholar-Baller Program

Scholar-Baller™ is a program that promotes willingness for students to accept the challenge of harmonizing academics and athletics. The term Scholar-Baller stresses the importance of a lifelong commitment to learning. A Scholar-Baller is someone who succeeds academically and who accepts the challenge of balancing a playbook with textbooks. Student-athletes who achieve a 3.0 GPA during their studies will be recognized by this nationally accepted organization. To be eligible for Scholar-Baller, student-athletes must be enrolled in 12 Academic units.

Tutoring on Campus

- Writing Center:
 - Communications Building 202
 - 310-660-3873
- Learning Resources Center
 - Library
- AAA Program (Student-Athlete Specific Program)
 - Library
- Computer Assistance Lab
 - Communication Building 204

Academic Advisement

Students who are participating in athletic programs can receive advice and support from Student Services, whose goals are:

- To encourage an environment that promotes academic achievement.
- To thoroughly assess student abilities.
- To assist students in selecting career and educational objectives.
- To support student in acquiring the skills and attitudes to achieve educational objectives.
- To advise students of the requirements affecting their objectives.

Athletic Counselors

- | | | |
|-----------------------|--|------------------------------|
| • Chris Jeffries | CJeffries@elcamino.edu | (310) 660-3593 ext. 3531 |
| • Kelsey Iino | kiino@elcamino.edu | (310) 660-3593 ext. 3404 |
| • Stephanie Bennett | sbennett@elcamino.edu | (310) 660-3593 ext. 4915 |
| • Janice Pon-Ishikawa | jishikawa@elcamino.edu | (310) 310-660-3593 ext. 3433 |

***Please set up your appointment as requested**

Advisement Requirements with Athletic Counselors

- Individual appointments each semester
- Individualized Educational Plan on file prior to first year of competition
- Demonstrate excellence and success in all aspects of student life

Academic Success Tips:

- Attend EVERY class (even if attendance is not taken or required). Remember, if you miss a class for an athletic event, you must communicate the absence to your Professor PRIOR to the absence. You are still responsible for all missed information and assignments.
- Read the course syllabus carefully. If you do not receive a syllabus in class, make sure you utilize the online syllabus.
- Schedule your time commitments on a calendar
 - Due Dates, Quizzes, Appointments, Finals and Game Schedules (with travel time)
- Introduce yourself to your instructor the first week, and don't hesitate to meet with him/her during office hours to gain a personable relationship.
- Work on managing your athletic, personal and study time. Ask for help when you are struggling to manage your time.
- Use tutors, online assistance, workshops, study groups, athletic counselors and AAA program provided by the College.
- Ask Questions!
- Communicate with your instructors throughout the term.
- Most of all, be an ACTIVE PARTICIPANT in your own learning! An active listener utilizes resources, but does not rely on them. Don't relinquish control over your own life. Make your own decisions regarding your future.

El Camino College Intercollegiate
Athletic Release Form & Athletic
Attendance Policy

To: (Professor's name) _____
Class: _____ Section: _____
From: (Student Athlete's name) _____ Sport: _____
Semester: _____

RE: CLASS ABSENCE DUE TO INTERCOLLEGIATE ATHLETIC COMPETITION

As a member of a El Camino College intercollegiate athletic team, I have official games that conflict with class time during this semester. I understand that I must abide by the Classroom or Athletic policy and it is my responsibility to make up missed work in an agreed upon timeframe with the instructor.

Please excuse me from the following classes:

	Date	Day	Leave Early	Arrive Late	Entire Class
1					
2					
3					
4					
5					
6					
7					

* For your reference, my team's competition schedule is attached.
If for any reason a game is canceled and rescheduled, I will notify you as soon as possible and submit a new form if necessary. Further, I understand that **I am not permitted to miss class or leave early/arrive late to attend practice.**

1. _____
Signature of Student Athlete Date
2. _____
Signature of Director of Athletics Date
3. _____
Signature of Professor Date

Professor, Student-Athlete and Athletic Director shall all keep a copy on file

Student-Athlete Class Attendance Policy

Recognizing the importance of regular class attendance and the contribution made by student-athletes, a special attendance policy has been established for student-athletes. The Athletic Department will do everything possible to minimize a conflict with scheduled games and class times and student-athletes should seek to schedule their classes so there is minimal overlap with classes. When conflicts occur despite these efforts, students who officially represent El Camino College in intercollegiate athletics may be excused from classes for participation in athletic contests. The student, however, will not be penalized for the absence beyond the lost classroom experience. These excused absences apply only to officially scheduled games and not practice sessions. Student-athletes may be excused from classes that conflict with scheduled contests under the following conditions:

- 1) The student-athlete is currently in Good Academic Standing with El Camino College.
- 2) The student-athlete has demonstrated regular attendance outside of athletic events.
- 3) The student-athlete is accountable for all work missed and is responsible for obtaining all lecture notes, handouts, and assignments from another student in the class. The student is also responsible to make arrangements with faculty regarding missed tests, exams, presentations, etc..
- 4) If the student-athlete needs additional assistance with the assignments, she or he must obtain a tutor and be willing to commit a certain number of hours to tutoring.
- 5) The student-athlete submits to each instructor, during the first week of class, an Intercollegiate Athletic Release Form, which informs his or her instructor when she or he expects to be absent, arrive late, or leave early for each class for each semester.
- 6) If a game is canceled or rescheduled during the semester the professor must be informed, in writing, immediately by the Director of Athletics if the scheduled game conflicts with class time.

This agreement can be revoked under the following conditions:

- 1) In the judgment of the professor in agreement with the Director of Athletics, Dean of Health Sciences and Athletics and the Athletic Counselors that the student-athlete's class performance and academic progress is being seriously jeopardized.

Exceptions to the above policy may have to be made during post-season tournament games.

Section 5



Athletic Training

Student Insurance Coverage

- El Camino College athletic insurance is a secondary insurance. All athletes must present proof of any type of insurance prior to athletic participation of any kind.
- All students and athletes at El Camino College are covered under an insurance policy that assists in the payment of expenses for injuries occurring during practice or competition.
- Please note that general illness and pre-existing conditions are not covered.
- Athletes will be referred to their authorized physician in cases of a primary insurance.
- All proper documentation must be filed prior to any referral.

In-Season Student Athletes

El Camino College is a California Community College and due to the restricted staffing at our level, the importance of quality of care, and the insurance requirements of the college, the athletic training staff is designed to fit the needs of the in-season physically eligible student-athlete. The following parameters have been set up by the California Community College Commission on Athletics (CCCAA) for length of season:

Athletic Physicals & Training Room Use

The athletic training room and the athletic training staff are an integral component to your team’s health and your program’s success. The athletic trainer(s) is the individual who will evaluate and implement his/her recommendations on the health and welfare of any intercollegiate student athlete.

Athletic Training room hours of operation are as follows:

Monday – Friday	10:00 am – 6:00 pm
Events	Certified Athletic Trainer in Attendance
Events	Set up one hour prior to start time
Clinic	TBA (when necessary in the fall)

Athletic Injury information

HIPPA Privacy Rule

- The HIPPA privacy rule, which is in place to safeguard certain health information, is now in effect. With this law in place, the athletic office will no longer be able to communicate, on behalf of our athletes, with any doctors, hospitals, etc. without the written consent of the athlete. There is now a form in the athletic training room that must be filled out and signed by all of our student-athletes.

In-Season Injury Policy

- If a student-athlete must leave an athletic contest after sustaining an injury, determination to re-enter the contest will rest with the college-approved licensed physician (if present). If the licensed physician is not present, approval will rest with the certified athletic trainer in attendance.

- After receiving authorization to see the team physician, the injured athlete must fill out the insurance claim form, provided by the certified athletic trainers, prior to the doctor's visit.
- If a student-athlete sees any doctor, other than our team physician, they must be cleared by the El Camino College team physician before they will be allowed to resume practice or play.

Non-Traditional Injury Policy (must have medical physical on file)

- A student, who is injured in an El Camino College related activity, but **outside their season of sport**, shall be referred to the Student Health Center for evaluation and referral if necessary. The instructor on record must accompany the injured student to fill out an incident report.
- The certified athletic trainer will respond to emergency medical situations along with campus police if the ATC is not otherwise occupied with in-season obligations.
- Initial injury assessment should be conducted by the primary physician or the Student Health Center
- Basic first aid and care for out-of-season student-athletes will be done at the campus Student Health Center
- **Rehabilitation/Treatment Procedure:**
 - The preferred manner of rehabilitation/treatment is through the SportsWare appointment system
 - Athletic Trainers will have walk-in times for non-traditional season student-athletes
 - Appointment times will be listed throughout the semester
 - Ice bags will be provided at all times for any student-athlete on the coaches roster form
 - Student-athletes will be referred to the team physician or appropriate medical personnel when appropriate.
 - Time of appointment is up to the Athletic Trainer based upon work load and priority of in-season athletes
 - The injured student-athlete must present a note from the treating physician prior to any therapy
- **Student-Athlete with no medical physical on file:** shall only be seen in the health center or by personal physician

Pre-Participation Physical Examinations

Each student-athlete must complete a **full pre-participation physical examination and all appropriate forms** prior to any athletic practice or competition. All student-athletes must be cleared by the athletic training staff before ANY practice and/or competition occurs. If student-athletes miss the regularly scheduled physicals, they may be required to complete a physical on their own. The physical must be completed by a licensed physician and a certified athletic trainer prior to approval.

**All physicals must be signed by a licensed physician not by chiropractor or registered nurses.*

Section 5



Equipment and Uniform Use

- Equipment and uniforms issued for sport use are the property of El Camino College and are to be returned in good condition
- Equipment or uniforms, which are not returned, or are returned with extraordinary wear, will be charged to the student-athlete
- The equipment attendant must give the name of the student-athlete who owes the program money, along with a detailed list of missing/damaged items and cost, to the Athletic Specialist and the Head Coach
- A “hold” will be placed on that student’s records, preventing him/her from receiving El Camino College services
- Student-athletes must pay the debt for missing/damaged items at Fiscal Services in order to have the “hold” removed from their record
- The equipment attendant can also authorize a release if the missing equipment is returned.

El Camino College coaches or student-athletes shall not loan any equipment or uniforms without express written consent from the division office.

BEFORE STUDENT-ATHLETES MAY PRATICE OR RECEIVE GEAR, THEY MUST:

- 1) Be enrolled in the appropriate Health Science and Athletics class at El Camino College
- 2) Submit insurance information as part of the eligibility folder
- 3) Complete health screening process with the certified athletic trainer
- 4) Have completed health screen signed by a licensed physician
- 5) Final clearance by division

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

CONFIRMATION

I _____, as a student-athlete in the sport of _____ at El Camino College, confirm I have read and understand the information provided in the Student-Athlete Handbook. Should I need further information or clarification of any of the policies or procedures aforementioned in the handbook; I will immediately contact the athletic department at El Camino College. (Please print clearly)

Signed _____ Date _____



SANTIAGO CANYON COLLEGE

STUDENT-ATHLETE HANDBOOK

**PUBLISHED BY THE SCC KINESIOLOGY/ATHLETIC DEPARTMENT
NOVEMBER 2016**

www.sccollege.edu/athletics

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Reyes Vazquez Administrative Secretary/Eligibility	(714) 628-4577
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Ian Woodhead Kinesiology, Department Co-Chair Head Coach, Women's Soccer	(714) 628-4906
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RSCCD BOARD OF TRUSTEES

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Zeke Hernandez
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Esther Chian, Student Trustee

CHANCELLOR

Raúl Rodríguez, Ph.D.

WELCOME TO SANTIAGO CANYON COLLEGE

The Faculty, Staff and Coaches of Santiago Canyon College and the Department of Kinesiology would like to welcome you to our family. We are pleased with your decision to become a Hawk. The decision to enroll in college and participate in a collegiate sports program is one of the most important decisions a young student-athlete will face in their career. The intercollegiate competition provided for you will play an important role in your educational, social and emotional development. Having made an excellent decision to attend our college you are now entrusted with representing yourself, your institution, and your community with the utmost respect. You, the athlete are an integral part of the process and you must take ownership of your future and your actions. Being involved in Athletics at Santiago Canyon is an honor and is offered to gifted individuals in the pursuit of their athletic and academic excellence. We demand nothing but the best and will give you nothing but our best. Please be assured of our help and availability during your stay with us at Santiago Canyon College and do not be afraid to call on any of us for assistance.

Go Hawks!

Martin Stringer
Athletic Director

MISSION STATEMENT

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, act, communicate and think critically. We are committed to maintaining standards of excellence and providing an accessible, a transferable, and an engaging education to a diverse community.

VISION

Rancho Santiago Community College District is a learning community. The college district and its colleges are committed to ensuring access and equity, and to planning comprehensive educational opportunities throughout our communities. We will be global leaders in many fields, delivering cost-effective, innovative programs and services that are responsive to the diverse needs and interests of all students. We will be exceptionally sensitive and responsive to the economic and educational needs of our students and communities. The environment will be collegial and supportive for students, staff, and the communities we serve.

We will promote and extensively participate in partnerships with other educational providers, business, industry, and community groups. We will enhance our communities' cultural, educational, and economic well-being.

We will be a leader in the state in student learning outcomes. Students who complete programs will be prepared for success in business, industry, careers, and all future educational endeavors. We will prepare students to embrace and engage the diversity of our global community and to assume leadership roles in their work and public lives.



ATHLETIC ORIENTATION

Our Athletic Orientation occurs every year at the beginning August and is intended to explain the many requirements of being a student-athlete at Santiago Canyon College. In attendance are fall and spring student athletes, the Athletic Director, Athletic Counselor, Coaches, Athletic Trainer, Eligibility Clerk and other member of the college support team affecting the success of student athletes on this campus. This meeting serves several purposes:

- 1. To offer health screening and physicals to ensure the healthy and legal participation of athletes on athletic teams at Santiago Canyon College.
- 2. To demonstrate the eligibility process and help student-athletes fill out the required paperwork to satisfy the eligibility requirements for the California Community College Athletic Association (CCCCAA).
- 3. To educate student-athletes on Eligibility, Education Plans, the Community College program and introduce the Athletic Counselor.
- 4. To explain departmental decorum and policies as they pertain to participation on an athletic team at Santiago Canyon College.

CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION

PURPOSE

The purpose of the California Community College Athletic Association (CCCCAA) is to establish and oversee the enforcement of the rules and regulations and to guide the administration of the intercollegiate athletic programs of the California community colleges.

VALUES

In all of their activities, the California Community College Athletic Association (CCCCAA) is governed by the following values:

Student Health and Welfare
Recognition of Excellence
Gender Equity
Non Discrimination

Equitable Competition
Academic Success
Ethical Conduct
Amateurism

Participation in Athletics is a privilege that the student-athlete must take ownership in. –Competition comes with requirements that the student-athlete must adhere to throughout the season and their career.

4.2 CONDITIONS FOR CONTESTS

- 4.2.1 The use of any form of tobacco, alcohol, and/or other controlled substances by any participant (student, faculty, staff, or official) during California community college-sponsored athletic activities is prohibited. Enforcement is the responsibility of the individual college. (See *Bylaw 4.3 & 4.6.*)

4.3 DECORUM

- 4.3.1 Decorum at California community college events is the responsibility of all participants. For the purpose of this policy, the following definitions apply:
 - A. **PARTICIPANT** – is a player, coach, team member, team attendant, official, or college staff member.
 - B. **DISQUALIFICATION** – is removal from an event for an accumulation of personal or technical fouls, yellow cards, etc. and is not under the jurisdiction of this policy, but is covered by the rules of the sport.

- C. **EJECTION** – is defined as the immediate removal from further participation in an event as a result of abusive, verbal or physical behavior.
 - 1. First Offense: In addition to immediate ejection from the contest, the individual shall be suspended from the following contest. Each ejection shall be reviewed by the Conference Commissioner to determine if the ejection is a “strike” and covered by this policy.
 - 2. All ejections shall be treated as first offenses unless a previous “strike” has been declared by the Conference Commissioner.
 - 3. Second “strike” (same Individual): In addition to immediate ejection from the contest, the individual shall be suspended from all remaining contests including PC.
 - 4. Determination of whether or not an ejection is a “strike” may only be appealed to the Conference Appeals Board. A decision by the Conference Appeals Board is final.
- D. **VERBAL OR ABUSIVE BEHAVIOR** – is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, spitting on an opponent, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- E. **PHYSICAL ABUSE** – is defined as any physical act that results in ejection.
- F. **EVENT** – is defined as the time a visiting team or participant arrives at the site until the time the visiting team or participant leaves the site.

4.4 PUNISHMENT FOR PHYSICALLY ASSAULTING OFFICIALS

Physically assaulting or attempting to physically assault an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

4.5 PUNISHMENT FOR LEAVING BENCH AREA

Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Bylaw 4.3. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

4.6 PUNISHMENT FOR VIOLATION OF THE TOBACCO AND SUBSTANCE ABUSE POLICY

- 4.6.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection.
- 4.6.2 Ejection for violation of Bylaw 4.6 shall be the same as those outlined in Bylaw 4.4



TIPS FOR STUDENT-ATHLETE COLLEGE SUCCESS

Student-athlete academic success is an important ingredient in the success of a program. Winning is not paramount at Santiago Canyon College. Student-athletes must demonstrate success in the classroom as well as in an athletic context. The requirements for transfer to a four-year school are included in the student handbook and it is the athletes' responsibility to continually evaluate their academic success and utilize the different resources available on campus in order to achieve their academic and athletic goals. The Athletic Counselor and Head Coach are just two of the outstanding resources available to you during your time at Santiago Canyon College.

STUDENT-ATHLETE RESPONSIBILITIES:

1. Attend Classes. Be On Time! Do Not Cut. Attendance is the number one predictor of student success. Call or inform your instructor if you are missing class for a competition or an emergency. Make arrangements to do any work or tests you might miss before you leave.
2. Sit near the front of the classroom. Be attentive and take good notes!
3. Read the course syllabus and follow all the directions of the course instructor.
4. Know important dates and deadlines in the class schedule, such as the last day to add/drop classes, the last day to apply for credit/no credit etc.
5. Get to know and utilize all the support services on campus. The Learning Resource Center, the Tutoring Center, Counseling Office etc.
6. Do Not Drop a class until you have discussed it with the Athletic Counselor and your Head Coach.
7. Meet with the Athletic Counselor at least once a semester.
8. Keep your personal grade sheet check up to date.
9. Apply for work study, scholarships or other forms of aid if eligible.
10. Purchase your books the first week of class.
11. Be a complete student – scholar, athlete, role model, and leader.

ACADEMIC GOALS / TUTORING / ADVISEMENT

SEMESTER AND YEARLY GOALS:

- Complete 15 units a semester
- Be a "Scholar Student-Athlete" (3.0 Grade point average)
- Enroll during winter and summer to get ahead
- GO TO CLASS ALL THE TIME
- Make an appointment with the Academic Counselor
- Individualized Educational Plan on file

The Athletic Counselor will meet with students to discuss their experience and current concerns. Tell your counselor if you think you might have trouble learning or have had experience with learning disability programs, special education, advanced placement exams, high school classes for which you received college credit, and any other experience or demands that might influence the classes you will take.

Dora Escobar • Athletic Counselor • 714-628-4800 for appointments

ELIGIBILITY REQUIREMENTS CCCAA ELIGIBILITY REQUIREMENTS

see page 12 for the CCCAA detailed link for changes effective 7/1/16 Bylaw 1.6 Eligibility for Continuing Competition

PARTICIPATION

1. You must fill out all necessary eligibility forms so the department can determine your eligibility. This will occur at each team's specific eligibility meeting in late July, early August. Only a student who meets CCCAA Constitution eligibility requirements at the beginning of the semester of the sport season shall be eligible to participate during that season of sport.
2. If you have never competed in college athletics, you are eligible for your first season.

UNITS CARRIED

1. You must be continuously and actively enrolled in a minimum of 12 units. Count only those units currently enrolled in, or completed. Nine of the 12 minimum required units must be courses counting toward the associate degree, remediation, transfer, and / or certification and must be consistent with the student athlete's educational plan.
2. Mini-Courses (less than a semester in length) will only count toward the 12 units, if the student-athlete is attending or has completed the course during the season of sport.

AMATEUR STANDING

Required for the sport in which the student athlete will participate.

IEP – INDIVIDUAL EDUCATIONAL PLAN / COMPREHENSIVE EDUCATIONAL PLAN

This is established through an official appointment with the Athletic Counselor after your assessment tests or as early as possible during your first semester of attendance at SCC. PLEASE NOTE: AS OF JULY 1st, 2011 ALL FALL ATHLETES MUST HAVE AN IEP ON FILE BY OCTOBER 15th. ALL SPRING ATHLETES MUST HAVE AN IEP ON FILE BY MARCH 15th. IF YOU ARE NOT IN COMPLIANCE BY THESE DATES YOU WILL BE INELIGIBLE TO PARTICIPATE IN INTERCOLLEGIATE ATHLETIC COMPETITION UNTIL YOU HAVE MET THE IEP REQUIREMENTS.

SEASON OF PARTICIPATION

Participation in any (even if only one) scheduled game, meet or match uses a season of eligibility.

ELIGIBILITY FOR A SECOND SEASON

The student athlete must complete and pass 24 units between seasons of competition. Of the 24 units, 18 must be in course work counting toward the associate degree, remediation, transfer, and/or certification as defined by the college catalog, and are consistent with the student-athlete's IEP.

2.0 REQUIREMENT

In order to continue athletic participation in any sport, the athlete shall maintain a cumulative 2.0 GPA in accredited postsecondary course work. It must be cumulative since the start of the semester of the first participation in any sport.

ATHLETIC ELIGIBILITY

College must certify eligibility clearance of enrollment in 12 active units to the Conference Commissioner prior to the first contest. The athletic office checks weekly to determine athletes who are not in 12 units. You are instantly ineligible until a 12-unit load is reestablished.

TRANSFERS

Student-athletes who have previously participated in collegiate athletics at another California Community College must complete 12 units in residence prior to the beginning of the semester of competition. Only 8 units may be used from summer school classes towards the residence requirement of 12. Official Transcripts must be sent to the Admissions and Records Office from all other colleges attended since you became a competitive college athlete.

RECRUITING

It is illegal for a coach to solicit an athlete who is a resident of a community college district, not in our recruitment area, another state, or of another country for the purpose of athletic participation. Such recruiting in any form on the part of any employee of the college and/or any other individual acting in behalf of the college is forbidden. A college may not

initiate a visit, provide entertainment, employment, promise of employment, tryouts or workouts, athletic equipment or any other form of attendance inducement as long as that student’s residence is not included as part of the college’s district.

No college or district representative may meet at a location outside district recruiting boundaries with an out-of-district student for the purpose of recruiting or soliciting that student-athlete. Exceptions: If a student/athlete personally makes first contact by filling out a form C, Out-of-District Student Contact Record form, a representative may then contact that student.

- Subsidizing –**
Furnishing of financial assistance to amateur athletes in return for their athletic services is strictly forbidden.
- Seasons of Sport –**
An athlete will be allowed only two (2) seasons of collegiate competition in any one sport. No college or district resources, i.e., funds, equipment, transportation, supplies, college name, etc. may be used in supporting athletic teams which engage in competition that is either out-of-season or beyond the number of allowable contests.
- Disciplinary Action –**
The college or conference shall impose appropriate penalties against any athlete, athletic administrator or athletic coach who violates any section of the CCCAA Constitution.

STANDARDS OF STUDENT CONDUCT

Participation as a student-athlete at Santiago Canyon College is a privilege. We ask that all of our students work to set an outstanding example of our institution and the programs that they represent. All student-athletes in our programs are requested to be a **scholar, a good citizen and perform at their highest level**. Student-athletes who are unable to accomplish this standard or violate any of the institutional standards of conduct as set forth by the institution shall be subject to discipline. This discipline may involve suspension, team dismissal and/or further college sanctions based on the violation.

ARE YOU AWARE OF THE “CODE OF CONDUCT”?

A primary goal at Santiago Canyon College, is to ensure all students achieve academic success while engaging in an environment that is both safe and conducive to learning. Therefore, it is important that students enrolled in classes within the Rancho Santiago Community College District are aware of the **Standards of Student Conduct** (BP5201).

This “Code of Conduct” outlines tenets that, if violated, will result in penalties that may affect enrollment. Within this policy, students in violation will be subject to consequences ranging from a warning to suspension or expulsion from all classes and activities. Please note that should a suspension be invoked, students will not be able to attend classes or extra-curricular activities such as student government, clubs or athletic events to name a few. Moreover, suspensions can be effective for up to two years. For example, should an athlete be found in violation and is suspended, s/he will not be able to attend practice, games or training until the suspension has been lifted at the end of the time assigned. No one is immune to penalties should a violation occur.

For the complete content of the Standards of Student Conduct, please refer to your college catalog or campus website. The listing can be found under “Student Discipline.”

BOARD POLICY – BP5501

This policy states that membership on athletic teams at both Santa Ana and Santiago Canyon College is considered a **privilege, not a right**.

Student-athletes must acknowledge that compliance with the Student-Athlete Code of Conduct is required for participation in athletics at Santa Ana and Santiago Canyon Colleges.

STATEMENT OF COMPLIANCE

- Student-athletes who represent Santa Ana and Santiago Canyon College in intercollegiate athletic competition:
- Acknowledge that participation in intercollegiate athletics is a privilege, not a right.
 - Will demonstrate good citizenship, sportsmanship, honesty and integrity on the field, court, on campus or in the community and represent the college in a manner that brings pride to the college.

- Will attend class regularly.
- Will develop and follow an academic plan to obtain a Certificate or Associate Degree or transfer status.
- Will demonstrate and understand that participation in athletics is contingent upon adherence to all Community College Athletic Association (CCCAA), Orange Empire Conference, California Football Association or Southern California Wrestling Alliance, Athletic Department regulations and CCCAA decorum policy.
- Acknowledges that compliance with the Student-Athlete Code of Conduct is required for participation in athletics at Santa Ana College and Santiago Canyon College.
- Acknowledges that any violation of the Athletic Code may result in suspension or dismissal from the team as determined by the Head Coach in consultation with the Athletic Director, Dean and College President.
- Acknowledge that immediate suspension or expulsion from athletic competition may occur if charged or convicted of criminal violations of Local, State and Federal Laws. All sanctions will be determined by the Head Coach in consultation with the Athletic Director, Dean and College President.

PROHIBITION OF HARASSMENT POLICY

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation of any person, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics.

The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435. Supervisors are mandated to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The Chancellor shall establish procedures that define harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures (including the procedure for making complaints) shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

If you feel that you have been the victim of harassment please contact the Human Resources Dept. at 714-480-7489, or the Associate Dean of Student Development at Santa Ana College at 714-564-6211.

EQUIPMENT AND CLEARANCE

EQUIPMENT / UNIFORM AND YOUR RESPONSIBILITIES

Equipment and uniforms issued for sport use are the property of Santiago Canyon College and are to be returned in good condition. Equipment or uniforms, which are not returned, or are returned with extraordinary wear, will be charged to the student-athlete. A "hold" will be placed on that student's records, preventing them from receiving SCC services. The student-athlete must clear the debt for missing/damaged items with the Head Coach in order to have the "hold" removed from their record.

Student-athletes shall not loan or exchange any equipment, uniforms or supplies issued to them.

BEFORE AN ATHLETE CAN PRACTICE OR RECEIVE GEAR, THEY MUST:

- 1) Be enrolled in the appropriate ATHLETIC course;
- 2) Receive physical clearance from the Athletic Trainer;
- 3) Receive eligibility clearance from the Athletic Director;
- 4) All paperwork complete – verified by the Eligibility Clerk;
- 5) Receive final clearance from the Head Coach (the student-athlete must appear on the team roster).

ATHLETIC TRAINING GUIDELINES

ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

It is the responsibility of the coaches to inform student-athletes of the following athletic training room policies and procedures.

INSURANCE AND INJURIES

Athletes of Santiago Canyon College are insured by the Student Insurance Agency. The policy is for excess coverage (secondary) and should pay the balance of medical fees after the student athlete's private insurance (primary) has paid. In the case that the athlete has no private insurance through parents or work, etc., the policy may provide full coverage to \$25,000 and \$2,000 dental; athletes covered by this section of the policy will pay a \$50 deductible (\$100 for soccer players) which is the responsibility of the athlete. This insurance package is provided at no cost to the athlete.

Each student-athlete must complete a Pre-Participation Exam (also known as a health-screening exam) and the accompanying insurance and medical information forms in order to be eligible to practice and compete. The medical insurance policy and information form is available online for your convenience. All forms are to be completed by the student-athlete and are available online. Coaches should be familiar with these forms and have them available to their student-athletes early on so as to insure accuracy and completion. Insurance coverage is only provided when athletes are practicing or playing under the supervision of the coach.

No injury will be covered by SCC insurance:

1. If not reported to the athletic trainer within 30 days
2. If physician is not seen within 120 days of injury.
3. After 365 days from date of injury

Benefits are not provided for the following:

1. Orthopedic appliances unless prescribed by physician.
2. Out-patient physical therapy
3. Pre-existing conditions
4. Illnesses in general
5. Injuries occurring during transportation to event except while being transported in a school vehicle. Only injuries to sound, natural teeth are covered, orthodontics will not be covered.

ATHLETIC INJURY PROCEDURES

The student athlete is responsible for reporting an injury to his coach or to the Athletic Trainer.

When an injury occurs during a game or practice which is attended by an Athletic Trainer, the Athletic Trainer will give appropriate attention and on-site care. If further medical attention is required, it will be recommended by the Athletic Trainer.

If an injury occurs at an away game, not attended by one of our Athletic Trainers, the injury and treatment information must be reported to the SCC Athletic Trainers AS SOON AS POSSIBLE.

PLEASE NOTE: Injured athletes **MUST** be referred to the athletic training clinic. Do not send athletes directly to a doctor unless it is an emergency. Be aware that once an athlete sees a physician they must have a **written** release allowing them to participate once again in practice and/or competition.

PRE-PARTICIPATION EXAMINATION/HEALTH SCREENING EXAMS

The Athletic Trainer, in conjunction with the Team Physician and each Head Coach, shall arrange for health screening examinations for each sport prior to the start of the fall, winter, and spring sports seasons. Health Screening Exams must be performed by a licensed medical doctor (MD/DO). All athletes must have a health screening examination prior to participating in any competition (this includes scrimmages against other colleges). Health screening for athletes shall be as follows:

Fall and Spring Sports: First week of August

**Athletic trainers will determine exact date, time, and location, pending physician availability.*

Athletes who fail to attend scheduled health screening shall make their own arrangements for a health screening examination. All athletes using the SCC health center for health screening must pay the student health fee offered during registration. The college is not responsible for fees when athletes are examined by doctors other than those available for the regularly scheduled health screening examination periods.

DRUG AND ALCOHOL POLICY

Student athletes are expected to follow the drug and alcohol policies set forth by the Rancho Santiago Community College District, the California Community College Athletic Association and the Orange Empire Conference for practices, competition and all related events.

ATHLETIC TRAINING ROOM RULES AND PROCEDURES

- The athletic office/athletic training clinic houses many people. Respect other's areas.
- The office/athletic training clinic is not a gathering place. Only those student athletes who are receiving treatment or waiting to receive treatment should be in the facility.
- No cleats or muddy shoes allowed in the athletic training clinic (leave shoes outside the facility).
- Cool down before coming into the athletic training clinic.
- Shoes and equipment should be put on outside of the athletic training clinic.
- No profanity allowed in the athletic training facility.
- All taping is to be completed at least 15 minutes prior to practice. Arrive to the athletic training clinic with enough time to be at practice on time.
- Equipment is not to be borrowed from the athletic training facility (i.e.: coolers, supplies, etc.) without clearance from the Athletic Trainer.
- All borrowed equipment must be signed out and if not returned or returned damaged, a hold may be placed on student athlete's transcripts until repayment.

NCAA/NAIA ELIGIBILITY REQUIREMENTS FOR STUDENTS ATHLETES

For detailed information the NCAA Initial Eligibility guidelines for competition and to register with the NCAA Eligibility Center click here:

<http://www.ncaapublications.com/productdownloads/EB16.pdf>

For information on transferring and competing at a NCAA institution please click here for the NCAA rules and regulations For Division I/II/ID Institutions as well as 4-2-4 guidelines:

<http://www.ncaa.org/student-athletes/current/want-transfer>

For information on NAIA Athletic eligibility requirements click here:

<http://www.playnaia.org/page/eligibility.php>

California Community College Athletic Association constitution and bylaws link click here:

http://www.cccaasports.org/working/pdf/Constitution/D-Bylaw_1_2016-17.pdf

For further information make an appointment to see the Athletic Counselor Dora Escobar at 714-628-4800.

NONDISCRIMINATION POLICY

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: Judy Chitlik, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.

STUDENT ATHLETE APPLICATION PROCESS AND STUDENT SUCCESS REQUIREMENTS CHECK LIST

COLLEGE APPLICATION

STEP 1: Apply To Santiago Canyon College Online:

New and Returning students need to apply to Santiago Canyon College (SCC) by completing the online application at www.sccollege.edu. CLICK on the APPLY link. After submitting all of your information, you will receive an email confirmation from CCCApply. Within 3 business days you will receive a second email from SCC with your WebAdvisor login and important registration information. You will be able to log onto WebAdvisor to view your registration date. Go to this link to apply on line for SCC.

STUDENT SUCCESS REQUIREMENTS

New and returning students are part of the Student Success Act Program (SSSP) legislated by the Seymour-Campbell Student Success Act of 2012 which requires students to complete the following services in order to register on their assigned date.

STEP 2: Placement Testing:

You must take placement tests in math, English, or American College English for ESL prior to registering at SCC. Placement testing is done by appointment only. You can access your student ID number through WebAdvisor, which you will need to schedule your placement test through your online system at <http://www.sccollege.edu/Departments/testing>.

STEP 3: Disability Accommodations:

Students who require disability-related accommodations for placement tests must request them at least two weeks prior to testing and provide disability verification from a qualified professional. To arrange for testing accommodations, contact Disabled Student Programs and Services (DSPS) at (714) 628-4860.

STEP 4: If You Attended Another College:

If you recently completed placement tests and/or completed English, math, or another course that meets a prerequisite requirement at a regionally accredited college, you may be exempt from taking SCC's placement tests. To determine your eligibility, contact the Counseling Department at (714) 628-4800 and ask for a "course prerequisite clearance" appointment. If you completed any coursework at your previous college please transfer your official transcripts to Santiago Canyon College office of Admissions and Records ASAP.

STEP 5: New Student Orientation:

New student orientation is required of all incoming students. Information will be provided at placement testing and/or your counseling appointment.

STEP 6: Complete a Comprehensive Educational Plan:

All Student Athletes need to meet with the Athletic Counselor, Sheryl Christensen, to complete a Comprehensive Educational Plan by October 15th for fall sports and March 15th for spring sports to be in compliance with the California Community College Commission on Athletics, CCCCA. If your Educational Plan is not completed by October 15th for fall sports and March 15th for spring sports, you will be ineligible to compete in collegiate competition. To schedule an appointment with the Athletic Counselor please call (714) 628-4800 or stop by the Counseling Department in Building D, Room 106.

PRIOR TO REGISTERING FOR CLASSES

STEP 7: Check your Registration Date Online:

Go to www.sccollege.edu, click on Online Records/WebAdvisor and log into WebAdvisor. Click on View Online Registration Date, students may register any time on or after their registration date.

STEP 8: Register for Classes Online:

Go to www.sccollege.edu, click on Online Records/WebAdvisor and log in. Click on Register for Classes link and register for your classes. If you are put on a wait list, check our email daily to see if you have been rolled into the class, from the date you were rolled into the class you have 3 days to pay for the class or you will be dropped from the class.

STEP 9: Before the First Day of School:

Print your class schedule off WebAdvisor so you know where your classes are located. You may also want to order your books online at <http://www.donbookstore.com/hawk/> to be on top your game!!!

THE RECRUITING PROCESS TO A FOUR-YEAR SCHOOL

OFFICIAL VISITS

If you are a non-qualifier, you cannot visit a Division I institution during your first year at the two-year college. When you make a visit during your second or third year, you will need to provide a college transcript.

If you are a qualifier and will visit a four-year college during your first year at Santiago Canyon College, you will need to present a high school transcript because your college course work may not be completed.

UNOFFICIAL VISITS

You are permitted to visit any campus at any time (except for dead periods) at your own expense. Contact the NCAA, your coach, or athletic advisor for dead period times.

Some questions to ask on your visit:

- What is included in the scholarship?
- What kind of academic support program do you have?
- Where do I stand academically towards my degree?
- What kinds of jobs are available when I graduate?
- Can I look at your academic and athletic facilities?
- What are the main attractions in your city?

NATIONAL LETTER OF INTENT

This is a **binding contract** indicating that you are committing to a particular institution. Make sure you are solid in your decision before you sign. Make sure you know the appropriate dates for signing the Letter of Intent.

Contact your coach or athletic advisor for further information. If you have questions about the National Letter of Intent, contact the conference office (e.g. PAC 10, Big Sky, etc.) of the college you are interested in attending.

For more information on the recruiting process, contact the NCAA, your coach, athletic director or athletic advisor.

IMPORTANT ADDRESSES, TELEPHONE NUMBERS AND WEBSITES

NCAA

P.O. Box 6222
Indianapolis, IN 46206-6222
(317) 917-6222
Website: www.ncaa.org

Initial Eligibility Clearinghouse

2255 North Dubuque Road
P.O. Box 4044
Iowa City, IA 52243-4044
(800) 638-3731 or (319) 337-1492
Fax: (319) 337-1556
Website: www.ncaa.org/cbsa/clearinghouse.html

NAIA

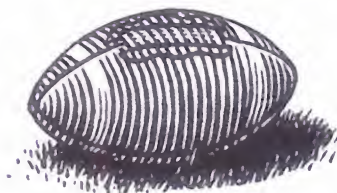
6120 South Yale Avenue, Suite 1450
Tulsa, OK 74136
(918) 494-8828
Website: www.naia.org

Santiago Canyon College
8045 East Chapman Avenue, Orange, CA 92869



ATHLETICS COUNSELOR
Dora Escobar, M.S.

FOR APPOINTMENTS:
Counseling Center (Room D-106)
OR
Phone (714) 628-4800



QUESTIONS AND ANSWERS ABOUT COLLEGE

1. How long will it take to finish college?

The length of time required to finish college depends on your goal or degree, and if you are attending full-time or part-time. **If you wish to complete two years of college (60 units) in:**

- 2 years - take an average of 15 units each semester
- 3 years - take an average of 10 units each semester

2. May I take as long as I wish?

There is no time limit for completing college; however, some majors do have time restrictions. Some students graduate with an associate degree in three semesters and some take several years. To complete sooner, take courses during summer or intersession.

3. What is the least number of units and the most number of units I can take?

During the regular fall and/or spring semester, students may take as few as one-half unit or as many as 18 units. Special permission from a counselor is required if you wish to take more than 18 units a semester. Enrollment in 12 units is considered full-time.

4. What do course numbers mean?

Each course is designated by a number. A descriptive title and the units allowed for the course follow the course number.

Courses numbered 100 and above are university parallel courses and are offered for transfer to colleges and universities.

Courses that will transfer to the University of California (UC) are listed on the UC Transfer Course Agreement. This can be obtained in the Transfer Success Center and the Counseling Department. It can also be viewed in the college catalog and on the web at sccollege.edu and assist.org.

Students should check with a counselor regarding courses accepted by private or out-of-state institutions.

Courses numbered 100 and above followed by the letter "H" are university parallel courses for transfer to colleges and universities and are offered as part of the **SCC Honors Program**. Students enrolling in these courses must meet the designated prerequisites.

Courses numbered less than 100 are not designed for transfer. Since these courses are not ordinarily offered at universities and four-year colleges, they are not always applicable to the requirements for the bachelor of arts or bachelor of science degrees; however, courses numbered below 100 are applicable to the associate degree unless preceded by the letter "N".

Courses preceded by the letter "N" are not applicable to the associate degree and do not count toward graduation; however, they do count toward course load, financial aid, and the meeting of prerequisites.

5. How do I add a class?

Follow the regular procedure outlined in the class schedule. Please keep in mind that students on the "Wait List" have priority over other petitioners. If seats open up before the start of the term, students are automatically enrolled into the section based on their priority on the Waitlist. Enrolled students will get an email confirmation from the Admissions Office. If the student wishes not to register for the section, they must drop to avoid fees.

6. How do I drop a class?

It is the student's responsibility to drop or withdraw from a course if he or she decides not to attend class. At the beginning of the semester, follow the procedure outlined in the class schedule to drop online through WebAdvisor. **Students should check the class schedule for deadline dates to withdraw and receive a "W" as well as deadline dates regarding fee refunds. Students who do not attend class and who do not withdraw are still held responsible for enrollment fees.**

7. Where can I find out about probation, repeating courses, grading policies, etc.?

All such policies are explained in the college catalog under Academic Policies. Please feel free to call the Counseling Center at Santiago Canyon College, 714-628-4800, for a counseling appointment or to ask about a specific policy. Our staff will be pleased to assist you.

8. Will courses taken at another college be accepted at SCC?

Students should submit official transcripts of courses taken at other colleges to the Admissions Office and request an evaluation of the courses toward graduation/transfer requirements.

9. If I need to repeat a course I am currently enrolled in and know I will not pass, how do I re-enroll for the following semester?

WebAdvisor will not allow you to register, on your assigned registration date and time go to the Admissions Office and they can assist you.

10. How do I get a copy of my transcript?

A transcript is a complete list of all courses taken and grades received. Transcripts are kept in the Admissions and Records Office and are considered confidential. Copies of transcripts may be released to another school only by the request of the student. There are two ways in which you can order official transcripts.

- 1) Online transcript request at sccollege.edu/StudentServices/Admissions/Transcripts.
- 2) In-person transcript request at the Santiago Canyon College Admissions and Records Office, Building E, 1st Floor.

11. How can I be sure that I have completed all the graduation requirements for the Associate Degree?

Complete an Associate Degree Petition and submit it to the Admissions and Records Office at least a full semester before you intend to graduate. The petition you submit will be based on the general education pattern you are completing at the college, Plan A, B or C. To ensure accuracy in completing the petition and to review degree requirements, students are strongly encouraged to meet with a SCC Counselor to complete this petition.

12. Will I be allowed to continue attending community college after completing a degree?

Yes. There is no limit to the number of units you may accumulate; however, if you've accumulated more than 100 units of degree applicable work at SCC or SAC your priority registration is lost. There are also some limitations regarding post degree attendance for students planning to receive financial assistance, EOP&S/CARE services, Veterans benefits, etc. Be certain to check with a counselor or Admissions & Records for more information.

13. Does a vocational certificate prepare me to transfer to a four-year university?

Generally not. The courses required for a vocational certificate program are designed to prepare students for immediate employment. Many of the courses may not be transferable to a four-year university.

14. Can I transfer to a four-year university without an Associate Degree?

Yes. However, by taking courses required for transfer, you will more than likely meet the requirements for an Associate Degree as well. Check with a counselor and be certain to submit a petition to graduate.

15. How do I go about applying for transfer to a four-year university?

Applications to transfer universities are all available online, and usually this is the preferred or even mandatory method of submission by the universities. For CSU transfer the website is csumentor.edu. For UC transfer the website is universityofcalifornia.edu/admissions. Most private universities have their application on the official school website. For fall admission to a CSU or UC campus, the application process will begin in October-November and submission deadlines will be at the end of November. Not all UC/CSU campuses will be open for spring admission and application dates will vary. Please check with a counselor regarding special requirements for impacted programs and other application deadlines. Application workshops and transfer university tours are available through the Transfer Success Center.

16. If I plan to transfer, where can I find out what courses to take for my major?

The Counseling faculty serve as an excellent resource for informing you about transfer requirements to public universities within the CSU and UC system and to our many private university partners. All students are encouraged to visit the SCC Counseling Center in room D-106 for this purpose. The other excellent resource for current transfer information is the website at assist.org. This will provide you with official articulation agreements for general education and major preparation between Santiago Canyon College and all UC and CSU campuses.

17. If I plan to transfer, is it best to concentrate on my major or general education?

Generally, it is best to work on both requirements. Some majors require very few "lower-division major preparation courses," in which case you may be able to complete all general education breadth requirements. However, some majors, particularly in science and engineering, may require many lower division major preparation requirements. In this case, you should concentrate on completing these while also taking as many general education breadth courses as possible. **Be certain to ask a counselor about general education-breadth certification and lower-division major preparation requirements for your intended major if you are planning to transfer to one of the CSU's, UC's, or independent universities.**

18. How many units must I have to transfer to a four-year college?

The UC and CSU systems require a minimum of 60 transferable units for upper-division transfer, with a maximum of 70 transferable units.

19. What is general education certification?

When a student completes all of the requirements on Plan B or Plan C for transfer to a CSU or UC campus, SCC will certify that a student has met all lower-division general education requirements. This is commonly referred to as CSU Certification or IGETC Certification. To receive certification, students file a Petition for Graduation with the Admissions and Records Office.

(Taken from the 2016 Academic Success Guide)

FREQUENTLY ASKED QUESTIONS REGARDING THE LOSS OF REGISTRATION PRIORITY

Priority registration is a privilege that is maintained by keeping a cumulative GPA of 2.0.
The loss of priority registration places the student's registration date after all new students.

- 1. How can I lose my priority registration privilege?**
Priority registration is lost when you have been on any combination of academic and/or progress probation for two consecutive semesters, or when you accrue more than 100 completed units of degree applicable coursework – accumulated from Santiago Canyon College and Santa Ana Colleges only.
- 2. What is academic probation?**
A student is placed on academic probation when s/he has attempted at least 12 semester units and s/he earns a cumulative GPA of less than 2.0.
- 3. What is the rule regarding the 100 unit limit?**
Students who accumulate more than 100 units of degree applicable units will lose priority registration.
- 4. Is this a rule from Santiago Canyon College and Santa Ana College?**
Yes! This is a Title 5 State regulation which all California community colleges must follow.
- 5. Does this 100 unit limit and academic probation rule apply to all continuing students, including veterans, foster youth, DSPS, and EOPS?**
Title 5 exempts Foster youth from loss of priority. Loss of Priority regulations apply to all other student groups.
- 6. Can I lose enrollment priority after one semester at Santa Ana or Santiago Canyon Colleges?**
No. Academic/Progress probation does not begin until you have attempted 12 semester units of credit. First semester of probation is a warning. Two consecutive semesters of probation will result in a loss of priority during the next available registration period.
- 7. Do all credits get counted in the 100 unit limit?**
No. Only degree applicable units earned at SCC and SAC count toward the 100 unit limitation. Degree applicable courses are courses that “generally” do not have an N in front of their course number. For example, English N60 is not degree-applicable but English 061 is.
- 8. Will my transfer units count from another college or university?**
No. Units from courses taken at another college are NOT counted within the 100 unit limit. Only degree applicable units earned at SCC and SAC are counted towards the 100 unit limit.
- 9. Are “Ws” counted in the 100 unit limit?**
No. The 100 unit limit applies only to the units you have earned. Withdrawals (W's) and incompletes (I's) will not count towards the 100 units.
- 10. Do units in progress count toward the 100 units?**
No. Units currently in progress, the classes you are currently taking, are not counted because they have not been “earned” or completed at the time that you will be eligible to register for the next semester.
- 11. Where can I find the number of degree applicable units that I have completed?**
Look on the last page of the combined SCC/SAC transcript. There is a column called RSCCD Degree Applicable Units." The amount listed there is the cumulative number of completed and earned degree applicable units for SCC and SAC.
- 12. What if I am in a high unit major, or had an illness at the end of the semester that affected my grade?**
An appeals process is available for all students who lose enrollment priority due to extenuating circumstances that can be verified (accidents, illness, or other circumstances beyond the student's control), or who are in a verifiable high unit major.
- 13. If I do not create a Comprehensive Student Education Plan, will I lose my priority registration?**
Each college has its own appeals committee. A student can appeal by submitting a “Loss of Enrollment Priority and/or BOG Fee Waiver Appeal” petition. This form is located on the school website or in the Admissions and Records office (E-101).
- 14. How can I appeal my loss of priority registration?**
Each college has its own appeals committee. A student can appeal for two reasons:
 - 1) Extenuating circumstances (verified cases of accidents, illnesses or other circumstances beyond the control of the student)
 - 2) High unit majors

15. How do I know which campus will handle my appeal?

Registration priority can be restored when the student is no longer on academic and/or progress probation. A priority loss which occurs after a student accumulates 100+ degree applicable units may never be restored.

16. How do I earn back my priority registration privilege?

A registration priority privilege can be restored when the student is no longer on academic probation. A priority loss which occurs after a student accumulates 100+ units cannot be restored unless successfully appealed.

(Taken from the 2016 Academic Success Guide)

WHO NEEDS TO PETITION TO GRADUATE?

Are you planning to transfer?

When planning to transfer to a 4-year university and want CSU Certification and/or IGETC Certification, you must submit a petition to graduate. A petition must also be completed to earn an associate degree from Santiago Canyon College.

Students Preparing to Transfer to a CSU or UC

- I. Complete general education requirements under **one** of the following plans for certification:
 - Plan B (CSU Certification)
 - Plan C (IGETC Certification)
- II. Complete major requirements for a "local" associate degree (AA or AS) or an associate degree for transfer (AA-T or AS-T)
 - Complete major requirements as listed in the catalog with a grade of C or better.
 - Complete 60 units with a minimum of 2.0 GPA
 - o A "local" associate degree (AA or AS) requires the completion of 60 degree applicable units
 - o An associate degree for transfer (AA-T or AS-T) requires the completion of 60 CSU transferable units.
 - Complete a 12-unit residency at Santiago Canyon College
 - o A "local" associate degree (AA or AS) requires 6 of the 12 units of residency to be completed in the major.
 - o An associate degree for transfer (AA-T or AS-T) **does not** require 6 of the 12 units of residency be completed in the major.
 - A maximum amount of 15 units earned at an accredited college or university on a Pass/NoPass basis will be counted toward the degree requirements of the college.
- III. Submit Petition to Graduate
 - Submit at least one full semester prior to anticipated completion

Students Not Planning to Transfer or Preparing –OR– Students Preparing to Transfer to an Out-of-State or Private School

- I. Complete general education requirements
 - Plan A
 - Plan B (CSU Certification)
 - Plan C (IGETC Certification)
- II. Complete major requirements for a "local" associate degree (AA or AS)
 - Complete major requirements as listed in the catalog with a grade of C or better.
 - Complete 60 degree applicable units with a minimum of 2.0 GPA
 - Complete a 12-unit residency at Santiago Canyon College. Six (6) units of the 12-unit residency must be completed in the major at Santiago Canyon College.
 - A maximum amount of 15 units earned at an accredited college or university on a Pass/NoPass basis will be counted toward the degree requirements of the college.
- III. Submit Petition to Graduate
 - Submit at least one full semester prior to anticipated completion
 - Transcripts from all other colleges attended must be on file.

Certificate of Achievement

Students who are completing a Certificate of Achievement need to adhere to the following steps:

- I. Complete all required courses with a "C" or better in an approved program
- II. Complete Petition for Certificate of Achievement
- III. Submit petition in the semester you are completing your last course prior to the Petition Deadline (same as Petition to Graduate Deadlines)

If you have any questions, please make an appointment with Dora Escobar, Athletic Counselor by calling 714-628-4800 or contact the Graduation Office at 714-628-4852.

SCC

Transfer Success Center

RESOURCES & SERVICES

- Transfer Planning, Application, Personal Statement, and Post Application workshops to assist students in all stages of the transfer process.
 - Individual appointments with Counselors, Transfer Specialists and university representatives to help with researching and preparing university transfer.
 - Guaranteed or priority admission agreements with numerous universities.
 - Transfer fairs throughout the year provide easy access to university representatives and information.
 - Free campus tours to four-year universities.
 - Comprehensive Transfer Center website at www.sccollege.edu/transfer, plus email newsletters, Facebook page, Instagram, and Twitter feed to keep you up to date on the latest news and information.
 - Course articulation agreements with a variety of colleges and universities, with details available at www.sccollege.edu/departments/articulation.
 - Computers for student use in researching and applying to universities.
-

The Transfer Center has a variety of tools available to help you explore your options and make a solid decision about your future. For more information, call or visit our office:
(714) 628-4865, D-104.





Library

Rancho Santiago Community College District has two library facilities for your use.
Please check with each Library on their borrowing and returning policies.

DAYS AND HOURS OF SERVICE

Santiago Canyon College Library

8045 E. Chapman Ave., Library
www.sccollege.edu/library

FALL AND SPRING SEMESTERS

Monday – Thursday	7:30 a.m. – 7:30 p.m.
Friday, Saturday & Sunday	Closed

SUMMER SESSION

Monday – Thursday	Check library’s home page for hours.
Friday, Saturday & Sunday	Closed

TELEPHONE NUMBERS

Circulation/Reserve Desk	(714) 628-5000
Reference Desk	(714) 628-5005

Nealley Library

Santa Ana College, Building L
www.sac.edu/students/library/nealley/index.

FALL AND SPRING SEMESTERS

Monday – Thursday	7:30 am – 9:00 pm
Friday	9:00 am – 1:00 pm
Saturday & Sunday	Closed

SUMMER SESSION

Monday – Thursday	10:00 am – 6:00 pm
Friday, Saturday & Sunday	Closed

TELEPHONE NUMBERS

Circulation/Reserve Desk	564-6700
Library Instruction	564-6718
Periodicals Desk	564-6711
Reference Desk	564-6708

Federal and State FINANCIAL AID PROGRAMS

BOARD OF GOVERNOR'S FEE WAIVER PROGRAMS

This state program for California residents pays the Enrollment Fee at California community colleges. There are three different ways to qualify for the BOGW program and there is no unit limit for this program.

DREAM ACT/AB 540 ELIGIBILITY

1. Demonstrate financial need through the FAFSA application process.
2. You or your family are recipients of TANIF/CalWORKs, SSI, General Relief, or you are a disabled veteran or a dependent of a deceased or disabled veteran as certified by the Department of Veterans Affairs or you are the recipient or the child of a recipient of the Congressional Medal of Honor or a dependent of a victim of the September 11, 2001 terrorist attack; or the dependent of a deceased law enforcement or fire suppression personnel killed in the line of duty.
3. You meet specific state INCOME CRITERIA based on family size. (Same criteria for EOPS program).
4. Maintain Academic Standards: CUM GPA -2.0/complete more than 50%.

CAL GRANTS

Cal Grants are state funded, administered by the California Student Aid Commission are available to California residents who meet all criteria, attending eligible California colleges, enrolled in at least six units who meet all qualifying criteria.

Cal Grant A eligibility is based on family income and assets, family size, financial need and students' GPA. Assistance is provided to help with the cost of tuition at universities. Awards to community college students will be placed on "reserve" for up to two years, until the student transfers. Awards are good for four years. Transferring as a junior leaves two remaining years of eligibility. Award amounts: \$5,472 CSU, \$12,240 UC, \$9,084 independent college.

Cal Grant B is provided to students from low-income families; the first in their family to attend college; whose parents did not attend college. The maximum award amount is \$1,656 per year for four years and will be prorated for less than full-time students. This grant may be used at community colleges and universities and is designed to use two years of eligibility at the community college level and two years of eligibility at the university. University tuition costs will be paid at the same levels as Cal Grant A, beginning the sophomore year.

Cal Grant C assists eligible students enrolled in vocational training, leading to a Certificate or an Associate's Degree, not a transfer program. The maximum award amount is \$547 per year and will be prorated for less than full-time students. Cal Grant C may be used for up to three years.

CHAFEE GRANT

This grant program is available to foster youth and former foster youth. Awards are \$5,000 per year. Apply using the FAFSA and the separate Chafee Grant application.

EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

These state funded EOPS and CARE grant programs are designed to assist students from low income families who are educationally disadvantaged. Book grants are available.

FEDERAL PELL GRANT

This Federal Pell Grant is for college undergraduates who demonstrate need and the amount is based on the EFC and units of enrollment. Retroactive Pell payments are available for coursework completed during the academic year. Award amounts range up to \$5,815 and you may be enrolled in any number of units. **"NEW" Pell Grants are limited to 12 semesters and will be prorated for less than full time.**

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM

The FSEOG is a federally funded grant, available to undergraduates who demonstrate exceptional financial need, meet the Priority Deadline, are Pell Grant recipients and are required to be enrolled in six units.

FEDERAL WORK STUDY PROGRAM

This federally funded program provides part-time, on campus employment to students with financial need. Students awarded FWS may work up to 20 hours per week at minimum wage or above. Students must remain in 6 units to be eligible. Funds are limited and early applicants are given priority. Indicate on the FAFSA that you want to work.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

Federally guaranteed loans are available to all students regardless of income, who remain enrolled in six units. Attendance at a loan workshop is required and a separate application will be turned in to the Financial Aid Office. Maintain satisfactory academic progress to remain eligible.

Subsidized Direct Loan – The federal government pays the interest on this need based student loan. No payments are required while the student remains actively enrolled in six units. The maximum annual loan amounts are \$3,500 for *freshmen* and \$4,500 for *sophomores*.

Unsubsidized Direct Loan – There is no income criteria on this non-need based federal loan. Interest begins accruing immediately. Maximum annual loan amounts are \$3,500 for *freshmen* and \$4,500 for *sophomores*.

Additional Unsubsidized Direct Loan – This additional \$6,000 loan is available to *independent students*; \$2,000 to *dependent students* who meet the qualification requirements.

Parent Loan for Students – *Parents* who borrow on behalf of *dependent students* will have their credit checked by the department. Repayment of principal and interest begins immediately. The amount borrowed cannot exceed the cost of attendance, minus any other financial aid and resources received by the student.

**GENERAL ELIGIBILITY REQUIREMENTS
FOR FINANCIAL AID PROGRAMS**

- Be a U.S. citizen, or eligible non-citizen.
- Have a high-school diploma (and pass the CAHSEE test if you graduated in 2006 or later), or have a GED or pass the Ability to Benefit examination or complete 6 units of college credit towards a degree or certificate program. If you attended a private high school or were home-schooled, you will not have had to pass the CAHSEE test, however you must still provide proof of a high school diploma if requested
- Have a valid Social Security number.
- Be enrolled in an eligible program of study leading to an AA/AS degree, a certificate or a transfer program.
- May not be in default on any federal student loan or owe a refund on any federal grant.
- Male students must be registered with the Selective Service for federal programs.
- File a FAFSA application providing all income criteria; be processed through Federal Methodology, and submit all requested documents to complete a file. Correct any information not reported accurately.
- Use financial aid funds for educational purposes.
- You may not be convicted for the sale or possession of illegal drugs while receiving financial aid programs.
- Meet Satisfactory Academic Progress requirements to remain eligible for financial aid programs.
- Have required academic transcripts from prior colleges on file in the Admissions and Records Office.

**EXPECTED FAMILY CONTRIBUTION,
FINANCIAL NEED AND AID AWARDED**

The information you and your family submitted on the FAFSA will be used to complete a "need analysis". The total income (taxed and untaxed), the number of people in the household, the number of family members in college (excluding parents), and any assets owned are all factors that will be used to determine an **Expected Family Contribution, referred to as an EFC**. The EFC is the amount of money your family or yourself is expected to contribute to your cost of education and will determine your eligibility for most financial aid programs.

To determine **financial need**, a standard student budget is assigned (at home or away from parent). The EFC is subtracted from the student budget and the remainder is considered unmet need. Most financial aid programs are based on unmet need. Scholarships, Vocational Rehabilitation benefits or any other resources for educational expenses will be used as an award. The total amount of financial aid programs packaged for a student cannot exceed the total student budget for the academic year. Student budgets may be increased for some expenses.

**USING PROFESSIONAL JUDGEMENT
FOR SPECIAL CIRCUMSTANCES**

Begin by completing a FAFSA using income information received during the prior year. Once you have submitted all required documentation to the Financial Aid Office, you may request a "Special Circumstance" form if there has been a change in income from the prior year to the current year, due to job loss, loss of child support, loss of benefits, reduction in working hours, divorce, death, disability, or other circumstances that result in a reduction of taxed or untaxed income. Documentation will be required.

Adjusted Gross Income and Base year income may also be reduced for unusual medical or dental expenses, elementary or secondary school tuition cost, the support of an extended family member who does not qualify as a family member on the FAFSA, or receipt of a one-time only income.

If you are considered **DEPENDENT** on the FAFSA but do not live with either parent because of Special Circumstances such as abuse or abandonment, you may be considered **INDEPENDENT**. Complete an online FAFSA and leave parental information blank; come to the Financial Aid office for the "Dependency Override Petition" Form. Request a third party professional to enter a statement and sign the form. Remember, if you apply online without parent's information, the correction will need to be done online by the Financial Aid office.

SANTIAGO CANYON COLLEGE FINANCIAL AID OFFICE

2015-2016 BOARD OF GOVERNOR’S FEE WAIVER PROGRAM

There are three ways for California residents, attending community colleges, to be eligible to have their Enrollment Fee paid for by the State of California for summer 2016, fall 2016 and spring 2017 semesters. BOGW applications are available in the Financial Aid and Admissions offices and online.

METHOD A

Complete the BOGW application and take it to the Financial Aid Office. **Verification of benefits** is required or documentation of your status for eligibility is required for method A processing.

- If you are receiving or your parent is receiving TANF/CalWORKs, SSI/SSP or General Assistance.
- If you have certification from the California Department of Veterans Affairs or the National Guard
- Adjutant General, that you are eligible for a dependent’s fee waiver.
- If you are eligible as a recipient of the Congressional Medal of Honor or as a child of a recipient.
- If you are a dependent of a victim of the September 11, 2001 terrorist attack.
- If you are eligible as a dependent of deceased law enforcement or fire suppression personnel killed in the line of duty. This could have been your stepparent.

METHOD B

For families who meet the income criteria for 2015. Complete the BOGW application online, provide signatures, and take it to the Financial Aid Office. Dependent students must use Parent’s income and household size and a parent’s signature is required. Do not include student’s income. Independent students must use students and spouses income if married.

Income includes: Adjusted Gross Income, wages not reported on a tax return, untaxed income, such as: child support, spousal support, military or clergy living allowance, workman’s compensation, disability payments, untaxed pensions, payments made on your behalf or any other income you received in 2015. **Do not include the Earned Income Credit or the Additional Child Tax Credit reported on the tax form as income.**

FAMILY SIZE	2015 INCOME CRITERIA
1	\$17,655
2	\$23,895
3	\$30,135
4	\$36,375
5	\$42,615
6	\$48,855
7	\$55,095
8	\$61,335
Add \$6,240 for each additional family member	

METHOD C

1. Complete the 2016-2017 FAFSA application using Santiago Canyon College, code number 036957, or 2016-2017 Dream Act Application. The Financial Aid Office will determine unmet need after an EFC has been established. A Board of Governors Enrollment Fee Waiver will be processed for anyone with at least \$1,104 of unmet need; student budget, minus the EFC (Expected Family Contribution), equals the amount of unmet need.

IF YOU PAID YOUR FEES, AND ARE NOW ELIGIBLE FOR A WAIVER,
REFUNDS ARE AVAILABLE IN THE CASHIER’S OFFICE

SCC FINANCIAL AID OFFICE - BUILDING E - ROOM 104 (714) 628-4876

SCHOLARSHIP SEARCH

Individuals, organizations, or institutions provide scholarships through private funding. The donor establishes the criteria, application process, and deadlines for each scholarship.

Scholarship search organizations and websites should be free to all users. Beware of fees.

1. **ONLINE SOURCES**

- www.sccollege.edu/StudentServices/Scholarships/Pages/Default.aspx
www.sac.edu/students/support_services/scholarship/scholarship_program.htm
www.ed.gov/programs/ermabyrd
www.collegeboard.com
www.collegenet.com/mach25/
www.collegescholarships.com/
www.embark.com/
www.fastweb.com/
www.finaid.org/
- www.freescholarships.com/
www.gmsp.org/
www.hsf.net/
www.petersons.com/
www.scholarshipexperts.com/
www.wiredscholar.com/
www.xap.com/

2. The EUREKA Micro Skills system can be for scholarship search and is accessed through the counseling resource center in Room D-106.

3. **PRIVATE SCHOLARSHIPS**

- Applications and announcements are available in many offices on campus. Check out the Scholarship Office, Financial Aid Office, EOPS.
- The applicant must apply directly to the organization, meeting the qualifications and deadlines of each scholarship.
- Check with your employment or your parent’s employment if you are a dependent to search for scholarships through employers.
- Many institutions in the private sector give scholarships for specific majors.
- Research the scholarship reference books at your local library. There are many foundations and scholarships left to be given to students who meet certain criteria, such as: ethnicity, career, gender, major, parent affiliation, university of attendance, etc.

4. **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT SCHOLARSHIP PROGRAM**

- Scholarship applications are available from January through March each year. Check with the SCC Scholarship Program Office
- Freshman scholarships are also available to apply during fall term.
- You must currently be enrolled in a minimum of 6 units at RSCCD (Santiago Canyon College or Santa Ana College).
- College Athletic Scholarships – Scholarships are awarded during the Golf Tournament in April. Recipients are nominated by SCC Athletic Department Fund are disbursed in August. (Taken from Scholarship website)

Santiago Canyon Scholarship Program Office: (714) 628-4793 / SCC Foundation (714) 628-4888.

5. **BUREAU OF INDIAN AFFAIRS**

- Federal grants are available for students who are at least one-fourth degree blood quantum of American Indian, Eskimo or Aleut (who are of federally recognized tribes).
- Information about these grants may be acquired from your tribe or contact the Bureau of Indian Affairs in Sacramento: (916) 978-6058.

6. **AMERICORPS AWARD PROGRAM**

- A federally sponsored program that allows participants to earn an educational award based upon community service. Information can be accessed at (888) 507-5962.

The Tutoring Center

- Located in D-208
- Certified Advanced Tutors have received approval from department instructors & have completed over thirty hours of tutor training
- Walk-in tutoring available for English, ESL, & many other subjects (29 in total)
- One-to-one and small group appointments for help in numerous classes and for exam preparation
- Other services available include helping athletes maintain their eligibility to compete
- Help in improvement of study skills, time management, other skills to assist the athlete in becoming a "*Master Student*," while meeting the hectic schedule of athletic events
- Student computers that have programs for many classes, including all MS Office programs, accounting, geology, as well as Internet research

SUBJECTS THAT ARE TUTORED IN THE SCC TUTORING CENTER INCLUDE:

Accounting
Anthropology
Art
Business Applications
Counseling
Economics
Education
English
English as a Second Language
Geography

Geology
High School Subjects
History
Philosophy
Political Science
Psychology
Reading
Sociology
Speech Communication

The Tutoring Center is open:
Monday-Thursday
8:00 a.m. – 6:00 p.m.

For more information or to make an appointment,
stop by the Tutoring Center, D-208, or call (714) 628-4795.